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***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

 ***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Part-Time Operations Assistant (20 hours per week)**

**Monday through Friday 1:45pm to 5:45pm**

The successful applicant will:

* Ensure a safe, secure, welcoming, and informative entry into the Head Start Centers
* Aid in front office operations including billing, purchasing and monitoring of supplies, maintenance and custodial requests/needs, and data entry/support
* Serve as an initial point of communication with families, public and partners, as well as a resource for information and support for site management and staff
* Support front desk communications including public information, fax communications, phone system, and cooperation with Purdue/Lutheran Family Services systems in a professional and accurate manner.

Proficiency in MS Office and willingness to learn and become proficient in the use of other management software required. Strong verbal and written proficiencies of the English language required. One to two years’ experience in non-profit work, front-line with families/public preferred.

 You will find complete job listing and details at the following websites:

*Communityactionatwork.org*

*Careerlink.com*

*Neworks.nebraska.gov*

**For information regarding benefits please contact Human Resources at**

 **402-875-9315 or** **mandrews@communityactionatwork.org**

**Applications and resumes should be sent to** **mandrews@communityactionatwork.org**

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.

