



CENTRAL NEBRASKA COMMUNITY ACTION PARTNERSHIP, INC.

626 N Street P.O. Box 509 Loup City, NE 68853 (308) 745-0780 Fax (308) 745-0824

www.centralnebraskacap.com

Editor: Please run this ad in the classifieds help wanted section the weeks of March 11, 2019 and March 18, 2019.

Career Placement: Please post this employment opportunity.

Cheryl Holcomb

Executive Director
cholcomb@centralnebraska
cap.com

Donna Obermiller

Fiscal Director/Deputy Dir.
dmobermiller@
centralnebraskacap.com

Amber Beck

Housing Director
abeck@centralnebraska
cap.com

Suzan Obermiller

Early Childhood Programs
Director
sobermiller@centralnebraska
cap.com

Michael Peirce

Human Resource Director
mpeirce@centralnebraska
cap.com

Keli Forney

Family Outreach Director
kforney@centralnebraska
cap.com

DATA ENTRY SPECIALIST

Central Nebraska Community Services is looking for an individual to work in the Loup City office providing clerical and technical support for the collection of client demographics. This is a full-time position with a starting wage of \$12.75 per hour and an excellent benefit package is available.

Qualified individuals must have: the ability to maintain confidentiality; experience/education working with computers; ability to type 25-30 words per minute; accurate and efficient record keeping skills; and a high school diploma or equivalent.

This individual will complete typing, filing and compiling of pertinent information and will be responsible for accurately entering data into an agency specific database.

For an application, please contact: CNCAP at (308) 745-0780 ext. 0. **This position will remain open until filled.** EEO/AA

Sent to:

Sherman County Times
Workforce Development – Grand Island
CCC – Grand Island
CNCAP Website/Facebook
Indeed

Mission Statement:

Partnering with individuals and families to encourage independence through community based solutions.

"An Equal Opportunity Employer" Member of Community Action of Nebraska- a network of Nebraska Community Action Agencies

Broken Bow
(308) 872-6013

Central City
(308) 946-3794

Columbus
(402) 564-1124

Grand Island
(308) 385-5500

O'Neill
(402) 336-4298