



# 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](http://www.centralnebraskacap.com)

Editor: Please run as a single column ad in the classifieds help wanted section the weeks of December 24, 2018 and December 31, 2018.

Career Placement: Please post this employment opportunity.

## **Cheryl Holcomb**

Executive Director  
cholcomb@centralnebraskacap.com

## **Donna Obermiller**

Fiscal Director/Deputy Dir.  
dmobermiller@centralnebraskacap.com

## **Amber Beck**

Housing Director  
abeck@centralnebraskacap.com

## **Suzan Obermiller**

Early Childhood Programs Director  
sobermiller@centralnebraskacap.com

## **Michael Peirce**

Human Resource Director  
mpeirce@centralnebraskacap.com

## **Keli Forney**

Family Outreach Director  
kforney@centralnebraskacap.com

### **Mission Statement:**

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

## **EARLY CHILDHOOD PROGRAMS SERVICE SPECIALIST**

Central Nebraska Community Action Partnership is looking for an individual to work as a Service Specialist, 40 hours per week in Loup City. Starting pay will be \$11.26 per hour with Health, Dental, Life, and Vision insurance, flexible scheduling, paid vacation and sick leave, EAP, Cafeteria Section 125, and retirement available.

Qualified individuals must possess: a high school diploma or equivalent; a valid Nebraska Driver's License; a working phone and one year previous office experience using office machines (multi-line phone, faxes, copiers, scanners and computers using word and excel) and accounting experience.

This individual must: have a team attitude with a high level of accuracy; be able to handle multiple tasks (be organized and detail oriented); be willing to work with billing/coding of budgets and coordinate travel arrangements for staff training. Travel will be required within the service area.

For an application, please contact: CNCAP, Human Resource Department at (308) 745-0780 ext.0 or apply online at [www.centralnebraskacap.com](http://www.centralnebraskacap.com). **This position will remain open until filled.** EEO/AA

Sent to:

Sherman County Times  
Ord Quiz  
Ord Radio  
Ravenna News  
St. Paul, Phonograph-Herald  
Grand Island Workforce Development  
Indeed  
CNCAP Website/Facebook

"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