



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 as a single column ad in the classifieds help wanted section the weeks of December 24, 2017, December 31, 2018.

Career Placement: Please post this employment opportunity.

DATA SPECIALIST

Central Nebraska Community Action Partnership is looking for an individual to work as a Data Specialist, 40 hours per week in Loup City. Starting pay will be \$11.29 per hour with Health, Dental, Life, and Vision insurance, 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, and computers).

This individual will: Ensure an effective communication, reporting and record keeping system is established with timely and accurate information to parents, policy groups, staff, funding sources and the general community.

If you need an application or assistance in applying, please contact: CNCAP, Human Resource Department at (308) 745-0780 ext.0 or apply online at www.centralnebraskacap.com. **This position will remain open until filled.**
EEO/AA

Sent to:

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

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.

"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