



November 19, 2018

JOB ANNOUNCEMENT

**FULL-TIME
INFORMATION & REFERRAL SPECIALIST (RECEPTIONIST)**

Okanogan County Community Action Council, an innovative, team-oriented, and progressive rural community-building organization, is seeking a 32 – 40 hours per week full-time bilingual Information & Referral Specialist (Receptionist). We are seeking a highly organized person with prior reception or clerical experience. The successful candidate will have strong communication skills and the ability to problem solve. This position involves working with a diverse population in a complex multi-departmental organization.

QUALIFICATIONS: The ability to read, write, and speak Spanish and English fluently; prior reception or clerical experience; computer experience; highly organized; ability to produce accurate reports; excellent communication skills; excellent people skills; demonstrated understanding of low-income or crisis cultures; ability to work on a team; as well as a valid Washington State driver's license and acceptable driving record.

SALARY RANGE: \$11.50 – \$18.54 per hour, Dependent upon Experience

CLOSING DATE: Open until filled
First pull of applications will be on Thursday, Nov. 29, 2018

HOW TO APPLY: www.occac.com Click the "About Us" tab at the top of the page. Then select the Employment link on the left side. Apply by Application & Resume to:

Okanogan County Community Action Council

Attn: Connie

P.O. Box 1067

Okanogan, WA 98840

connien@occac.com

(509) 422-4041

1-877-641-0101

FAX (509) 826-7339

EEOC/AA Employer