



Job Announcement **Contracts Coordinator**

Coos Bay, OR

Full-Time/Exempt; \$18.32 - \$19.00 Hourly

PRIMARY PURPOSE:

Coordinate and implement Day to Day Operations of Oregon Coast Community Action (ORCCA) contracted programs. Provide the technical services related to data management, Federal & State compliance, and Contractor relations. Assist in the Development and Implementation of contract projects.

Knowledge/Skill/Experience Required:

- Associate's Degree Human Services or related field required.
- Three years experience with program working with home visiting education program preferred
- Three years progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities preferred
- Strong knowledge of theories and practices of home visiting and adult education typically gained via experience and or education.
- Excellent oral and written communication skills.
- Strong organization and time management skills.
- Attend staff meetings, center meetings, and/or other workshops/meetings as notified

Contact ORCCA Human Resources at
541-435-7090 / hr@orcca.us

CLOSES: 5/14/18