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***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Customer Service Assistant**

Come work with Community Action, voted one of Lincoln’s Best Places to Work for 2017. Community Action is seeking an outstanding individual who values our mission and who is dedicated to providing the highest level of service to our program participants, guests and employees. Priorities will include greeting guests in a friendly and professional manner, sharing accurate information, the ability to remain calm in all situations and clerical duties associated with front office operations.

### Proven ability in Microsoft Office and ability to learn new apps and software. Must be able to type a minimum of 40 wpm. High School diploma or general education degree (GED) required with 3 years clerical, reception or customer service experience preferred. Strong verbal and written proficiencies of the English language required. Nebraska driver’s license and good driving record preferred.

**For information regarding benefits please contact Human Resources at 402-875-9316 or**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

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Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.