

**Grants and Training Coordinator
Position Announcement
Community Action Partnership of Oregon (CAPO)**

CAPO is the State Association for Oregon's Community Action network of 17 Community Action Agencies and the Oregon Human Development Corporation. CAPO seeks an individual to fill an important role that will support training, technical assistance, advocacy and education for the network. This position is responsible for:

Grant management and reporting activities; coordinating board meetings and training schedules, subjects, trainers, and venues; working directly with state offices, public affairs consultants, community partners, federal reps, etc.; working closely with the CAPO fiscal office to ensure accuracy and compliance of financial records; supporting the executive director in all administrative functions of the office; and providing human resources support to CAPO staff.

Key abilities required are: working with minimal supervision; with diverse groups of providers and partners; flexibility dealing with issues that arise on a day to day basis; proficiency with computers and MS Office software; patience; a good sense of humor; and a commitment to the mission of CAPO.

Potential to work a flexible work schedule. The CAPO office is located in Salem, Oregon, however, working remotely is available now, and our office may move to the Portland area later in 2021. Generous benefit package includes medical, dental, eye for employee and family, agency contribution to a 401(k) account, generous sick and vacation leave. Salary range \$25.77-\$27.75/hour.

*The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. **Continuation of all positions is contingent upon future funding.***

Email your resume highlighting previous experience related to the responsibilities in this announcement and the job description, along with a cover letter explaining why you would be the best fit for this role to: Janet Merrell, Executive Director, Community Action Partnership of Oregon, at janet@caporegon.org no later than **January 20, 2021**. No calls or email requests for information please. Start date negotiable.

COMMUNITY ACTION IS AN EQUAL OPPORTUNITY EMPLOYER: Community Action Partnership of Oregon is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.