

Office Coordinator needed to coordinate essential office processes and work with staff to support the delivery of public health activities and services. This position requires knowledge of and ability to perform a variety of office skills such as office administration, invoicing, purchasing, data entry, meeting organization, and IT troubleshooting. Strong writing skills and computer skills are necessary including word processing and recording meeting minutes. Must be able to work both independently and as a team member. Salary commensurate with experience and skill level.

Send resume and cover letter to julie@nnphd.org or via U.S.P.S. to Northeast Nebraska Public Health Department, ATTN: Health Director, 215 W. Pearl St., Wayne, NE 68787.

