



North Coast Opportunities, Inc.  
Human Resources Dept.

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413 N. State St., Ukiah CA 95482  
Tel: 707.467.3200  
Fax: 707.467.3213

January 4, 2018

TO: CAPPA

FROM: Teri R Sedrick  
Program Director

SUBJECT: Help Wanted Ad

*NCO RCCC – Lakeport*

**Resource & Referral Specialist III.** Bilingual biliterate required & ECE preferred. For full job description details & appl go to [www.ncoinc.org/about-us/jobs](http://www.ncoinc.org/about-us/jobs) or 707-467-3200 x 302. Closes: 1/16 @ 5pm (Postmarks not accepted). EOE

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*We invest in people through community action.*

Kimberly Smith, HR Director  
Ext. 203

Helen Sizemore, HR Program Administrator  
Ext. 331

Star Brown, HR Technician  
Ext. 302