



Schoharie County

Community Action Program, Inc.

Employment Training Center Education Coordinator Full-time w/benefits

Responsibilities: Provide direct computer and employment skills training to Employment Training Center (ETC) participants; responsible for case management and reporting, job development, and post-employment services.

Education & Experience: Associate's Degree with 2 years teaching experience, or high school diploma or equivalent with 5 years teaching experience. Public speaking or tutoring experience also helpful.

Other: Proficient in Microsoft Office software including Word, Excel, Power Point, and Publisher, excellent written and verbal communication skills, valid NYS driver's license, and reliable transportation. Familiarity with local service organizations a plus!

Submit: Cover letter, resume, and references postmarked or delivered by Monday, May 17, 2021 to:

Schoharie County Community Action Program, Inc.

Attn: Debbie Nikolaus

795 East Main Street, Suite 5

Cobleskill, NY 12043

admin@sccapinc.org

*Schoharie County Community Action Program, Inc. is a private non-profit and not a government agency.

AA/EOE