



Schoharie County

Community Action Program, Inc.

**Community Services Program Assistant
Full Time w/benefits**

Responsibilities: Work one-on-one with low-income community members seeking supportive services and assist with food pantry services; client advocacy and referral; department support with files, records, reports; attend conferences, trainings and workshops related to department service delivery.

Education & Experience: High school diploma or equivalent.

Other: Applicant must have strong verbal, interpersonal, and written skills, and be highly organized with attention to detail. Skilled in Microsoft Office products. Must be able to lift 40 lbs. A valid New York State driver's license and reliable transportation is required. Familiarity with local service organizations a plus!

Submit: Cover letter, resume, and references postmarked or delivered by July 26, 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