



Schoharie County

## Community Action Program, Inc.

*Building stronger, healthier communities and empowering families that experience economic and social challenges through strategic partnerships, education, services, and compassion.*

# JOIN OUR TEAM

# We Are Hiring!

## Employment Training Center Coordinator

### Full-Time with Benefits

**Responsibilities:** Provide career readiness services to program participants, including resume writing, career coaching, computer skills training, and job development. Perform program planning, development, and outreach activities. Participate in related advanced professional development trainings. Responsible for case management, reporting, and post-employment services.

**Education & Experience:** Prior experience in teaching, tutoring, and/or coaching with public speaking emphasis. A bachelor's or associate degree in human services, teaching, or a related field is preferred.

**Other:** Proficient computer skills and knowledge of Microsoft Office programs. Excellent written and verbal communication skills, a valid New York State driver's license, and reliable transportation is required. Familiarity with local service organizations a plus!

**Benefits:** Full-time positions are eligible for a benefits package, including a 34-hour, 4-day work week; generous paid vacation and sick leave; employer-paid life insurance; employer health insurance contribution; and more!

**To Apply:** Submit cover letter, resume, and references postmarked or delivered by **January 17, 2022** to:

Schoharie County Community Action Program, Inc.  
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Cobleskill, NY 12043  
[jfarris@sccapinc.org](mailto:jfarris@sccapinc.org)