



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 Director

Full-Time with Benefits

- Responsibilities:** Oversee the day-to-day operations of Employment Training Center and implementation of all employment programs. The director will also act as a liaison with Department of Labor to develop and ensure program services as well as maintain communication with local agencies.
- Education & Experience:** Bachelor's degree in human services, teaching, or related field, with at least two years of administrative/supervisory experience; or Associates degree with four years administrative/supervisory experience. Also preferred, experience with case management or professional counseling, budget development, grant writing, and public speaking.
- Other:** Proficient in Microsoft Office products, computer skills, and design of outreach materials. A valid New York State driver's license and reliable transportation is required.
- 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 **August 31, 2022** to:

Schoharie County Community Action Program, Inc.
Attn: Justina Farris
795 East Main Street, Suite 5
Cobleskill, NY 12043
jfarris@sccapinc.org