



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!

Community Services Program Coordinator - Employment Training Full-Time with Benefits

Responsibilities: Provide career readiness services to program participants, including resume writing, career coaching, computer skills training, and job development. Perform outreach activities and program planning. 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: This position is eligible for a benefits package, including a 34-hour, 4-day work week at \$17.00 - \$18.85 per hour; generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!

To Apply: Apply on Indeed at www.indeed.com/job/community-services-program-coordinator-employment-training-2c593a987b7dc43e or

Submit cover letter, resume, and references to jfarris@sccapinc.org.

Applications will be accepted until the position has been filled.

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

AA/EOE