



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

Community Engagement Coordinator

Full-Time with Benefits

- Responsibilities:** Provide support in creating a welcoming environment for all agency stakeholders, manage agency social media, data entry, administrative duties, and more! Support agency mission, vision and values in service delivery, agency growth, and community development.
- Education & Experience:** Associate's Degree in business administration or related field, with at least 2 years of administrative and/or customer service experience; or High School diploma with 5 years administrative and/or customer service experience. Supervisory experience preferred.
- Other:** Applicant must have strong verbal, communication, collaboration, and written skills, be highly organized with attention to detail, and a strong working knowledge of social media platforms. Proficient in Microsoft Office products and proofing skills. A valid New York State driver's license and reliable transportation is required.
- 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:** Applications can be picked up and dropped off at SCCAP's office
795 East Main Street, Suite 5, Cobleskill, NY 12043 or
Requested and submitted by email to jfarris@sccapinc.org.
With application please include resume and references.
Applications will be accepted until the position has been filled.