



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

## Executive Assistant

### Full-Time with Benefits

**Responsibilities:** Provide the Executive Director with clerical and data management support. Create 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 support or High School diploma with 5 years administrative support.

**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](mailto:jfarris@sccapinc.org).

With application please include resume and references.

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