



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 Greeter

Part-Time

- Responsibilities:** Greet visitors to the agency and direct to proper program services, receive calls and take messages, assist with data entry and administrative duties. Manage secure access system. monitor staff and visitor schedules. Provide support to the Community Engagement Coordinator with department activities.
- Education & Experience:** Must have a high school diploma or equivalent. Customer service experience and a valid New York State driver's license are required.
- Other:** Applicant must have strong communication, interpersonal and written skills, and be highly organized with attention to detail. Basic computer skills and knowledge of Microsoft Office programs and social media platforms is required.
Familiarity with local service organizations is a plus!
- Benefits:** Part-time positions are eligible for paid sick leave and employee assistance program. Compensation for this position is \$17.00 per hour. Position is 12 to 18 hours per week.
- To Apply:** Applications can be picked up and dropped off with resume and references at SCCAP's office. 795 East Main Street, Suite 5, Cobleskill, NY 12043 or Requested and submitted by email to jfarris@sccapinc.org
Applications will be accepted until the position has been filled.