



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

Full-Time with Benefits

- 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 clerical support to the Executive Director.
- Support agency mission, vision and values in service delivery, agency growth and community development.
- 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:** 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!
- Compensation for this position is \$18.35 per hour.
- 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 careers@sccapinc.org
- Applications will be accepted until the position has been filled.