



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 (4-day work week) with Benefits

Job Duties: 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 as needed.

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, reliable transportation, 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 is required. Experience with social media platforms is preferred..

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: Application can be picked up at SCCAP's office, 795 East Main Street, Suite 5, Cobleskill, NY, downloaded at [Employment](#), or requested by email at careers@sccapinc.org.

Submit application, resume, and references by email to careers@sccapinc.org or drop off at office.

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