



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 (Part-time may also be considered.)

**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. Assist with social media/outreach activities as directed. 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 - front desk and telephone. Familiarity with local service organizations is a plus!

**Other:** Applicant must have strong communication, interpersonal and written skills, and be highly organized with attention to detail. A working knowledge of Microsoft Office programs is required. Experience with developing marketing material (flyers, brochures, social media posts), working in Adobe, and navigating social media platforms is preferred. Reliable transportation, and a valid New York State driver's license are required.

**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!

Starting rate for this position is \$18.85 per hour.

**To Apply:** Applications are available on SCCAP's website [Employment Opportunities](#), can be picked up at SCCAP's office 795 East Main Street, Suite 5, Cobleskill, NY, or can be requested by email [careers@sccapinc.org](mailto:careers@sccapinc.org).

Submit application, resume, and references by email to [careers@sccapinc.org](mailto:careers@sccapinc.org) or can be dropped off at office to the attention of Jeannette Spaulding.

Applications will be accepted until the position has been filled.