



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 Services Program Coordinator - Employment Training Full-Time with Benefits

Job Duties: Provide career readiness services to program participants, including resume writing, career coaching, computer skills training, and job development. Perform outreach activities and program planning. Participate in related advanced professional development trainings. Responsible for case management, reporting, and post-employment services. Assist with other department activities including the Food Pantry and processing HEAP applications.

Support agency mission, vision and values in service delivery, agency growth and community development.

Education & Experience: Prior experience in teaching, tutoring, and/or coaching with public speaking emphasis. A bachelor's or associate degree in human services, teaching, or a related field is preferred. Familiarity with local service organizations a plus!

Other: Applicant must have strong communication, interpersonal and written skills, and be highly organized with attention to detail. Must have proficient computer skills and working knowledge of Microsoft Office programs. A valid New York State driver's license, and reliable transportation is required. Ability to lift 40lbs.

Benefits: This position is eligible for a benefits package, including a 34-hour, 4-day work week at \$19.85 per hour; generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!

To Apply: Job 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.

Submit application, resume, and references by email to 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.

Schoharie County Community Action Program, Inc. is a private non-profit, and *not* a government agency.

AA/EOE