



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 Services

### 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:** Bachelor or Associate degree in human services, teaching, or a related field is preferred. Ability to guide in an adult learning environment. Must have proficient computer skills, working knowledge of Microsoft Office programs, and basic social media design skills for social media posts and outreach material development (business flyers, brochures, etc.).

**Other:** Applicant must have strong communication, interpersonal and written skills, and be highly organized with attention to detail. A valid New York State driver's license, and reliable transportation is required. Ability to lift 40lbs. Familiarity with local service organizations a plus!

**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; employer health insurance contribution; and more!

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

Submit complete employment packet (employment application, resume, and references) by email to [careers@sccapinc.org](mailto:careers@sccapinc.org) or requested information can be dropped off at (or mailed to) SCCAP's 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