



Schoharie County

Community Action Program, Inc.

Community Services Program Assistant (Full Time)

A great entry level opportunity with growth potential for the right individual who is committed to making a difference in the community.

Responsibilities: Work one-on-one with low-income community members seeking supportive services and assist with food pantry services; client advocacy and referral; department support with files, records, reports; attend conferences, trainings and workshops related to department service delivery.

Education & Experience: High school diploma or equivalent. A valid New York State driver's license and reliable transportation is required.

Other: Applicant must have the following: strong verbal, interpersonal and written skills; be highly organized with attention to detail; skilled in Microsoft Office products; ability to lift 40 lbs. Familiarity with local service organizations a plus!

Submit: Cover letter, resume and references postmarked or received via email by Friday, September 18, 2020 to:
Schoharie County Community Action Program, Inc.

Attn: Justina Farris

795 East Main Street, Suite 5

Cobleskill, NY 12043

jfarris@sccapinc.org

AA/EOE