



Schoharie County

Community Action Program, Inc.

Employment Training Center Education Coordinator

Full-Time w/benefits

Responsibilities: Provide direct computer and employment skills training to Employment Training Center (ETC) participants; responsible for case management and reporting, job development and post-employment services.

Education & Experience: Bachelor's Degree in appropriate field with 1 year teaching experience or Associate's Degree and 2 years teaching experience. Public speaking experience also helpful.

Other: Proficient in Microsoft Office products, excellent written and verbal communication skills, valid NYS driver's license and reliable transportation. Familiarity with local service organizations a plus!

Submit: Cover letter, resume and references postmarked or delivered by Friday, December 11, 2020 to:

Schoharie County Community Action Program, Inc.

Attn: Sue deBruijn

795 East Main Street, Suite 5

Cobleskill, NY 12043

admin@sccapinc.org

AA/EOE