



Schoharie County

Community Action Program, Inc.

Front Desk Receptionist

Full Time w/Benefits

Responsibilities: Professional presence in assisting community members who seek agency services through phone and face-to-face engagement – reception duties; general office support; maintain supplies and similar front-end office duties.

Education & Experience: High school diploma with 2 years administrative support experience preferred.

Other: Excellent verbal and written communication skills including proofreading. Position requires ability to be self-directed and possess organizational/time-management skills. Valid NYS driver's license and reliable transportation. Familiarity with SCCAP's services and other local service organizations a plus!

Submit: Cover letter, resume and references postmarked or received via email by January 29, 2021 to:

Schoharie County Community Action Program, Inc.

Attn: Sue deBruijn

795 East Main Street, Suite 5

Cobleskill, NY 12043

admin@sccapinc.org

AA/EOE