



Community Action Program, Inc.

Employment Training

Center Director

Full Time w/benefits

Responsibilities: Oversee the day-to-day operations of Employment Training Center and implementation of all employment programs. The director will also act as a liaison with Department of Labor to develop and ensure program services as well as maintain communication with local agencies.

Education & Experience: Bachelor's degree in human services, teaching, or related field, with at least two years of administrative/supervisory experience; or Associates degree with four years administrative/supervisory experience. Also, experience with case management or professional counseling, budget development, grant writing, and public speaking.

Other: Proficient in Microsoft Office products and computer skills, excellent written and verbal communication skills, valid NYS driver's license, and reliable transportation.

Submit: Cover letter, resume and references postmarked or delivered by April 19, 2021 to:

Schoharie County Community Action Program, Inc.

Attn: Debbie Nikolaus

795 East Main Street, Suite 5

Cobleskill, NY 12043

admin@sccapinc.org

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