



Schoharie County

Community Action Program, Inc.

Community Services Director – Extended Search (Full Time w/benefits)

Responsibilities: Oversee the Community Services Department which includes emergency services, Volunteer Income Tax Assistance, HEAP applications, food pantry and all department-related activities and functions. The director will also become an advocate for community members as well as develop and maintain community partnerships.

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

Other: Proficient in Microsoft Office products, excellent written and verbal communication skills, ability to lift 40 lbs., valid NYS driver's license, and reliable transportation.

Submit: Cover letter, resume and references postmarked or delivered by June 21, 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*