



Schoharie County

Community Action Program, Inc.

Community Services Program Assistant

Full Time w/benefits

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.

Other: Applicant must have strong verbal, interpersonal, and written skills, and be highly organized with attention to detail. Skilled in Microsoft Office products. Must be able to lift 40 lbs. A valid New York State driver's license and reliable transportation is required. Familiarity with local service organizations a plus!

Submit: Cover letter, resume, and references postmarked or delivered by July 26, 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