



Schoharie County

Community Action Program, Inc.

Building stronger, healthier communities and empowering families that experience economic and social challenges through strategic partnerships, education, services, and compassion.

== JOIN OUR TEAM == **We Are Hiring!**

Community Services Program Assistant Full-Time with Benefits

Responsibilities: Work in the Community Services Department 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: High school diploma or equivalent.

Other: Applicant must have strong verbal, interpersonal, and written skills, and be highly organized with attention to detail. Knowledge of 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!

Benefits: Full-time positions are eligible for a benefits package, including a 34-hour, 4-day work week; generous paid vacation and sick leave; employer-paid life insurance; employer health insurance contribution; and more!

To Apply: Submit cover letter, resume, and references postmarked or delivered by **September 30, 2021** to:

Schoharie County Community Action Program, Inc.

Attn: Justina Farris

795 East Main Street, Suite 5

Cobleskill, NY 12043

jfarris@sccapinc.org

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

AA/EOE