



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

## **Community Services Program Coordinator - Employment Training *Full-Time with Benefits***

**Responsibilities:** Provide career readiness services to program participants, including resume writing, career coaching, computer skills training, and job development. Perform outreach activities and program planning. Participate in related advanced professional development trainings. Responsible for case management, reporting, and post-employment services. Assist with department activities including the Food Pantry and processing HEAP applications.

**Education & Experience:** Prior experience in teaching, tutoring, and/or coaching with public speaking emphasis. A bachelor's or associate degree in human services, teaching, or a related field is preferred.

**Other:** Proficient computer skills and knowledge of Microsoft Office programs. Excellent written and verbal communication skills, a valid New York State driver's license, and reliable transportation is required. Ability to lift 40 lbs. Familiarity with local service organizations a plus!

**Benefits:** This position is eligible for a benefits package, including a 34-hour, 4-day work week at \$19.35 per hour; generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!

**To Apply:** Applications can be picked up and dropped off at SCCAP's office 795 East Main Street, Suite 5, Cobleskill, NY 12043 or Requested and submitted by email to [careers@sccapinc.org](mailto:careers@sccapinc.org). With application please include resume and references. Applications will be accepted until the position has been filled.

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