



*Schoharie County*

**Community Action Program, Inc.**

## **Community Services Program Assistant (Full Time)**

A great entry level opportunity with growth potential for the right individual who is committed to making a difference in the community.

**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. A valid New York State driver's license and reliable transportation is required.

**Other:** Applicant must have the following: strong verbal, interpersonal and written skills; be highly organized with attention to detail; skilled in Microsoft Office products; ability to lift 40 lbs. Familiarity with local service organizations a plus!

**Submit:** Cover letter, resume and references postmarked or received via email by Friday, September 18, 2020 to:

Schoharie County Community Action Program, Inc.  
Attn: Justina Farris  
795 East Main Street, Suite 5  
Cobleskill, NY 12043  
[jfarris@sccapinc.org](mailto:jfarris@sccapinc.org)

AA/EOE