



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

Executive Director

Full-Time Exempt with Benefits

- Responsibilities:** As a working partner with the SCCAP Board of Directors, the Executive Director is responsible for providing organizational and community leadership in directing all aspects of the agency's operation to fulfill its mission.
- Education & Experience:** Graduate Degree in Business Administration, Public Administration, Social Work Administration, or related field with at least two years of experience in a managerial position in Human Services Programming and/or Governmental Program Administration; or Bachelors Degree in Public Administration, Human Services, Social Work Administration, or related field with at least five years of experience in a managerial position in Human Services Programming and/or Governmental Administration.
- Other:** Demonstrate the ability to facilitate agency strategic and program planning, excellent communication and program solving skills, including the ability to apply these skills to organization and community issues, organize, manage, and supervise staff, leadership skills to motivate others. Have a working knowledge of computer applications, valid NYS driver's license, and reliable transportation.
- Salary:** Annual salary range is \$77,000 to \$90,000 depending on experience.
This is an exempt position, which offers a hybrid 34-hour, 4-day work week.
- Benefits:** Full-time positions are eligible for a benefits package, including generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!
- To Apply:** Visit www.sccapinc.org/about/careers to view job description and obtain a job application.
A complete job application package will include a cover letter, resume, references, and the job application. Submit all documents via email to careers@sccapinc.org.

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

AA/EOE