



THE POWER OF CHANGE

Program Assistant

**Community and Career Services
Cohoes Food Pantry**

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$15,120 for a family of three – the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

The Program Assistant maintains inventory at the food pantry including stocking new orders and the release of inventory. They will perform a variety of programmatic and administrative customer-centered tasks including customer outreach, intake, required data collection, record-keeping and assisting program team with planned activities. The Program Assistant assists in maintaining the customer management database, and also completes required documentation to provide accurate and quantifiable measurement of program goals for required reports. They serve as a liaison between individuals/families and community agencies and are responsible for developing and coordinating community resources and program service activities. They also greet customers and direct visitors and incoming telephone calls. This often entails answering general questions and inquiries regarding ACAP's programs and services then directing customers.

QUALIFICATIONS:

Associates Degree in Human Services, Social Work, Sociology, or related area, or a Family Development Credential is preferred. High School Diploma or GED AND a minimum of one (1) years' experience working in the field of Human Services or Community Organization is required. May also be required to possess, and have ability to maintain a valid driver license. Will need to lift 25 pounds on a regular basis and occasionally 50 pounds.

BENEFITS:

Health, Dental & Vision; Vacation, Sick, Personal Leave; Holidays; Educational Assistance; 403(b);

HOURS/PAY:

Monday, Wednesday, and Friday 8:30 am – 5 pm; Tuesday, Thursday 8:30 am – 2:30 pm; Starting \$10.00 per hour with the potential for increase every year based on performance

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333 Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

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We maintain a drug-free workplace and perform pre-employment
substance abuse testing**