



The Community Action Organization of Erie County, Inc.

■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

Funding Sources:

*U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo*

July 8, 2010

JOB NOTICE

PUBLIC

The following position is available in our CAO Head Start Program located at 70 Harvard Place Buffalo, NY.

POSITION:

SECRETARY I

DUTIES:

Assist with new and renewal licensing of CAO Head Start sites, works with Head Start Coordinators and personnel to create and update program forms. Type minutes of meetings; maintain supplies inventory and distribution of supplies to all Head Start centers and personnel offices. Prepares a variety of correspondence and reports as it relates to the program, deliver and distribute paychecks. Must have training in spreadsheet applications (Excel), Windows XP, must have the ability to understand and carry out written and oral instructions and good organizational skills

QUALIFICATION:

Must have a High School Diploma/GED with two/three year's computer experience, and two years progressively responsible experience in secretarial work. Good knowledge of office terminology, procedures and equipment. Transportation required.

SALARY: \$10.00 per hour. Full time plus benefits.

Applications/resumes will be accepted at the CAO Human Resource Office, 70 Harvard Place in Buffalo, or email to caohr@roadrunner.com up to July 19, 2010.

NO PHONE CALLS PLEASE

JOB POSTING #132

An Equal Opportunity Employer