



Community Action Organization of Erie County, Inc.

Funding Sources:
U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo

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

July 8, 2010

JOB NOTICE

PUBLIC

The following position is available in our CAO UB Adolescent Health Program.

POSITION:

PROGRAM COORDINATOR

DUTIES:

Implement and evaluate comprehensive sexuality education programs and activities, including workshops on leadership development, teen pregnancy, prevention, Support ad coach thirty youth leaders to ensure goals are being met. Maintain accurate and thorough documentation of educational activities and contacts. Must have knowledge of Erie County and willing to work some evenings and weekends.

QUALIFICATIONS:

High School Diploma or equivalency and 6 months or more of experience working with juveniles and teens in outreach. Excellent oral and written communication skills

SALARY:

**\$15.00 per hour – 10 hours per week
(TEMPORARY POSITION UNTIL SEPTEMBER 2010)**

Applications/resume will be accepted at the CAO HR Department, 70 Harvard Place, Buffalo up to July 19, 2010 or email to [**caohr@roadrunner.com**](mailto:caohr@roadrunner.com)

JOB POSTING #128