



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

JUNE 22, 2010

JOB NOTICE

IN-HOUSE

The following position is available in our CAO Youth Services Department.

POSITION:

**PROGRAM COORDINATOR
(21ST CENTURY PROGRAM)**

DUTIES:

Responsible for general administration, implementation, and coordination of the after school program. Acts as a liaison between the CAO and the Buffalo Public Schools and Community Partners. Supervises the staff assigned to the program, responsible for overseeing and monitoring program records and reports. Create and maintain a system that provides regular documentation, progress and status of program participants. Conduct regular staff meetings and meet regularly with the Youth Services Director.

QUALIFICATIONS:

Masters Degree preferred or a BA degree with a minimum of (18) hours to teaching credits & two years of working with children/families. Excellent oral and written communication skills, ability to handle conflict resolution, data entry, and word processing skills required. Must have excellent organizational skills, experience working with diverse and at risk population.

SALARY:

\$30,000 - \$40,000, plus benefits. DOE

Applications/resume will be accepted at the CAO HR Department, 70 Harvard Place, Buffalo up to June 29, 2010 or email to caohr@roadrunner.com

JOB POSTING #131