



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 23, 2010

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in our CAO YOUTH SERVICES PROGRAM

**POSITION: CURFEW COORDINATOR
(PART – TIME)**

DUTIES:

Performs routine administrative functions in support of the Curfew Program, a collaborative effort between the CAO and the City of Buffalo. Prepares correspondence, develop reports and check records for accuracy. Collect, compile and develop statistics and other related information. Process bills and invoices, maintain budget records, conduct surveys, and program measurements. Collaborate with other organizations for resources.

QUALIFICATIONS:

High School Diploma or a GED, one year of related experience and computer skills

SALARY: \$22,568 Annually

Applications/resume will be accepted at the CAO HR Department, 70 Harvard Pl., Buffalo, up to and including July 9, 2010 or email to **caohr@roadrunner.com**

JOB POSTING # 140