



Outreach Assistant * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Outreach Assistant in Callicoon, NY. The Outreach Assistant is responsible to assist with the outreach to, and recruitment of, eligible students. Assist with presentations to local High Schools, One Stops, and other community organizations. Assist with orientation sessions and presentations. Conduct tours of campus for prospective students and parents/guardians.

Requirements:

High School Diploma/GED

Valid NY State Driver's License

Reference Check

1-year experience

Skills Required to perform the job:

Positive Attitude - Strong interpersonal skills

Organizational Skills

Communication

Initiative

Shift, Salary, and Benefits: This is a full-time position, Monday-Friday, First Shift, \$24.14 hourly. Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

To apply: contact Deirdre Stawowy by emailing stawowy.deirdre@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.