

ACCORD Corporation

Employment Opportunity

Position Title: **Youth Services Operations Coordinator**

DIVISION: Youth Services

BASE SALARY: Begins at \$10.86 per hour based on education and experience

SUMMARY: ACCORD Corporation is seeking to a vacant Youth Services Operations Coordinator position. The Youth Services Operations Coordinator is responsible for maintaining youth services office operations by assisting with grant and contract applications and renewals by gathering data, compiling reports, monitoring expenses, in-kind contributions and vouchers; and also for assisting with coordination, implementation and monitoring of youth development activities including assisting students as needed and completing outreach activities. Full time position located in Belfast, NY. Full benefit package with excellent paid time off.

HOURS OF WORK: Monday-Friday 8:00 a.m. to 4:00 p.m.

QUALIFICATIONS: Candidates must possess an Associates Degree in Business Administration or a related field and two years' experience in office administration or the equivalent combination of education and experience.

Resumes and Letters of Interest will be accepted until 9/3/10. Please submit to:

Trina LaFleur, Human Resources Manager
ACCORD Corporation
PO Box 573
Belmont, NY 14813

Email: tlafleur@accordcorp.org

ACCORD Corporation is an EO/AA Employer