
Part Time Outreach Assistant

Hours: 24/week

Rate: \$16.83/hr

The North Country Association for the Visually Impaired (NCAVI) is searching for a part time Outreach Coordinator who will work directly with consumers under the supervision of a NCAVI Vision Rehabilitation Therapist. A two year degree in Human Services or equivalent experience working in the human service field preferred. Candidates must have their own transportation, clean driving record and the ability to work from a home office in the Malone area (internet and phone service required). The best candidate for this position will be self-motivated, self-directed, and will be able to function both independently and as part of the NCAVI team.

The Outreach Coordinator duties include but are not limited to helping with data entry, administrative work, outreach, and assistance with helping blind or visually impaired individuals as needed. Strong computer skills and communication skills are a must.

To apply for the position send the completed application, resume, cover letter and two references to:

NCAVI

Amy Kretser, Executive Director

22 US Oval; Suite B-15

Plattsburgh, NY 12903