
Part Time Outreach Coordinator

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 in northern Clinton, Franklin and St. Lawrence Counties. Candidates residing in the Malone area are preferred.

A two year degree in Human Services or equivalent experience working in the human service field is preferred. Candidates must have access to reliable transportation, and the ability to work remotely (internet and phone service are required to complete the essential duties of the position). 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 letters of reference to:

NCAVI

Amy Kretser, Executive Director

22 US Oval; Suite B-15

Plattsburgh, NY 12903