

American Job Center Coordinator: Temporary/Part-Time Position – Elmira:

Pro Action of Steuben and Yates, Inc. is accepting applications for a part-time (20 hours per week), temporary **American Job Center Coordinator**.

Duties of this position include providing outstanding service to American Job Center customers, data entry, maintaining schedules, organizing meetings, answering phones and performing other clerical functions.

Qualifications needed for this position include excellent customer service, communication skills and computer skills including data entry. Must be able to manage time well, be highly organized and detail oriented. Must be able to work well with American Job Center customers and representatives from community partner organizations.

To apply, please submit a letter of interest, resume and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.