



Town of Skaneateles is seeking to fill the part time position of Outreach Coordinator

Minimum Requirements

Preference will be given to candidates with the following:

- Working knowledge of the characteristics, needs and interests of the community.
- Working knowledge of local community agencies and their programs and services available.
- Working knowledge of public information and relations techniques.
- Ability to communicate effectively with others, especially the elderly.
- Ability to recognize and understand the needs and the problems of the community
- Ability to organize and develop programs.
- Ability to maintain confidentiality
- Town of Skaneateles Residency preferred

Candidates will be subject to background check. Salary commensurate with experience, up to \$15,000 per year for an average of 10-15 hours per week.

Please send letters of interest and resumes by June 1, 2026 to:

Julie A. Stenger, Town Clerk
24 Jordan Street
Skaneateles, NY 13152
or email: jstenger@townofskaneateles.com