

## **Program Coordinator**

Lackawanna County is seeking a Program Coordinator to assist in the development and implementation of County initiatives and various programs in the Commissioner's Office. The program coordinator will assist in the execution of projects according to deadlines:

Requirements:

- Associates degree, or equivalent combination of education/experience.
- Strong organizational skills.
- Excellent interpersonal, verbal and written communication skills.
- Ability to manage multiple priorities.
- Must be proficient with PC skills including Word, Excel, PowerPoint, and E-Mail.
- Successful completion of a 90 day probationary period.

**Interested candidates must submit an application, resume and references to:**

**Deputy Director for Human Resources  
Department of Administrative Services  
200 Adams Avenue  
Scranton, PA 18503**