

Help Wanted: GNB Allies for Health and Wellness Coordinator



The Coordinator of Greater New Bedford Allies for Health and Wellness, Inc. (“GNB Allies”) reports to the chairperson of the governing body of the organization (“the Steering Committee”). The primary responsibilities of the Coordinator include meeting planning/logistics, communication, and recordkeeping services as outlined below.

Planning/Meeting Logistics. The Coordinator:

1. assists with planning general and Steering Committee meetings, including recruiting and scheduling speakers, providing meeting set-up, coordinating logistics, and developing agendas;
2. attends all general and Steering Committee meetings;
3. sends meeting reminders to Steering Committee;
4. assists in planning special events; and
5. provides ongoing support to GNB Allies officers, as needed.

Communication. The Coordinator:

1. serves as the initial point of contact for Greater New Bedford Allies for the website, email, and newsletters;
2. makes phone calls, writes letters, and conducts other correspondence activities as needed;
3. disseminates information to the GNB Allies membership, and assists in maintaining GNB Allies internet/social media presence; and
4. reads all correspondence and forwards as needed to officers, Steering Committee members, and general

membership

Recordkeeping. The Coordinator:

1. takes minutes during meetings and distributes to members within 1 week following meetings;
2. ensures availability of past meeting minutes and votes at all Steering Committee and general membership meetings;
3. maintains and regularly updates membership roster, website, and contact lists;
4. gathers information from Steering Committee members in order to write the annual report for review and approval by the Steering Committee; and
5. electronically backs up all relevant communications and records, and provides electronic copies of same to the chair.

In addition, the Coordinator complies with the Greater New Bedford Allies Bylaws, adheres to the GNB Allies Steering Committee Bill of Rights, and completes additional tasks as needed and agreed upon by the Steering Committee.

Please Reply to GNBResume@gmail.com by Friday, September 5, 2014.

***Maximum of 30 hours/month @ \$25.00/hour.** GNB Allies does not maintain an office; coordinator will perform substantial work at home or in other appropriate setting. Most of the required work will be in support of meetings occurring in the Greater New Bedford area. Hired person will be ineligible for employee benefits and be responsible for any and all taxes owed on payments received from GNB Allies.

Help Wanted: Parking Supervisor

CITY OF NEW BEDFORD

PARKING SUPERVISOR \$12.21hr – \$17.14hr

TRAFFIC COMMISSION

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations.

SPECIAL REQUIREMENTS: Possession of valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit **www.newbedford-ma.gov** or contact Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

APPLICATION DEADLINE IS SEPTEMBER 19, 2014

Help Wanted: Local Building Inspector

CITY OF NEW BEDFORD

LOCAL BUILDING INSPECTOR \$16.19hr – \$24.79

DEPARTMENT OF INSPECTIONAL SERVICES

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. The building official shall act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures, except as otherwise specifically provided for by statutory requirements or as provided for in 780 CMR 104.

Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations. For properties identified for the Attorney General Receivership Program shall undertake a more comprehensive review of all safety, health and code violations on the interior and exterior of selected properties. Prepares written reports citing specific

violations in accordance with local/State building and health codes that will be utilized to present to the New Bedford Housing Court.

In accordance with the provision of M.G.L. C. 143, section 3, each Local Building Inspector shall have at least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Certification by the BBRS in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors preferred; or Ability to obtain certification within eighteen (18) months of appointment (if not currently certified). Municipalities may require additional qualifications or experience as are deemed necessary.

Possession of a valid Massachusetts driver's license or ability to obtain one by the start of employment. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO

Help Wanted: Program Monitor, Andrea McCoy Recreation Center

CITY OF NEW BEDFORD

PROGRAM MONITOR \$9.00hr STARTING SALARY

ANDREA MCCOY RECREATION CENTER

PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Performs data entry and other clerical functions as directed.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

Help Wanted: After School Program Supervisor and Site Monitor

CITY OF NEW BEDFORD

AFTER SCHOOL PROGRAM SITE MONITOR \$9.00hr

DEPARTMENT OF PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of 10-15 children. Provides daily academic support to group of 10-15 children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD

AFTER SCHOOL PROGRAM SUPERVISOR \$11.00hr – \$12.00hr
DEPARTMENT OF PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of 10-15 children. Provides daily academic support to group of 10-15 elementary age children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

Help Wanted: City of New Bedford Sanitarian

CITY OF NEW BEDFORD HEALTH DEPARTMENT
SANITARIAN (\$14.78hr – \$22.05hr)

Conducts inspections of facilities to insure compliance with State and local health regulations including prevention of

childhood lead poisoning; inspects dwellings used for human habitation; collects food samples and performs swab tests in order to determine the wholesomeness of food in regard to its preparation, storage, handling, serving, transportation, etc.

Interviews individuals who register complaints involving pollution control and violations of sanitation and environmental health laws and regulations; notifies owners in writing of violations and establishes a reasonable amount of time to correct violations.

Enforces compliance with State and local rules and regulations; writes detailed technical reports on all violations, complaints and inspections following a standardized reporting methodology.

Regularly performs routine, follow-up, and investigative field inspections of food establishments and bakeries; insect and rodent control; tobacco control; food recalls; air, water and noise pollution; unsanitary conditions; septic systems and swimming pools; and all other businesses permitted/licensed by the Board of Health. May be required to collect samples in the field for laboratory analysis to monitor a variety of health issues and insure compliance with public health standards.

BS in environmental health, public health, laboratory science or closely related field preferred or BA in a closely related field; minimum of two years of full-time technical or professional experience in food service sanitation, a building trade, environmental sanitation, pest control or other related public health field. Possession of Food Handlers or Food Protection Manager Certification. Massachusetts Registered Sanitarian or eligible to obtain certification within 24 months of hire. Soil Evaluator and/or Pool Inspector Certification preferred or eligible to obtain certification within 24 months of hire. Knowledge of Microsoft Office and Access is helpful. Knowledge of conversational Portuguese

and/or Spanish is often needed in the workplace. Any equivalent combination of education and experience will be considered.

Valid Massachusetts driver's license is required at the time of appointment. Subject to CORI (Criminal Offender Record Investigation) background check.

For application/complete job description, please visit www.newbedford-ma.gov or contact Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO

The South Coast Hot Jobs List – 31 August 2014



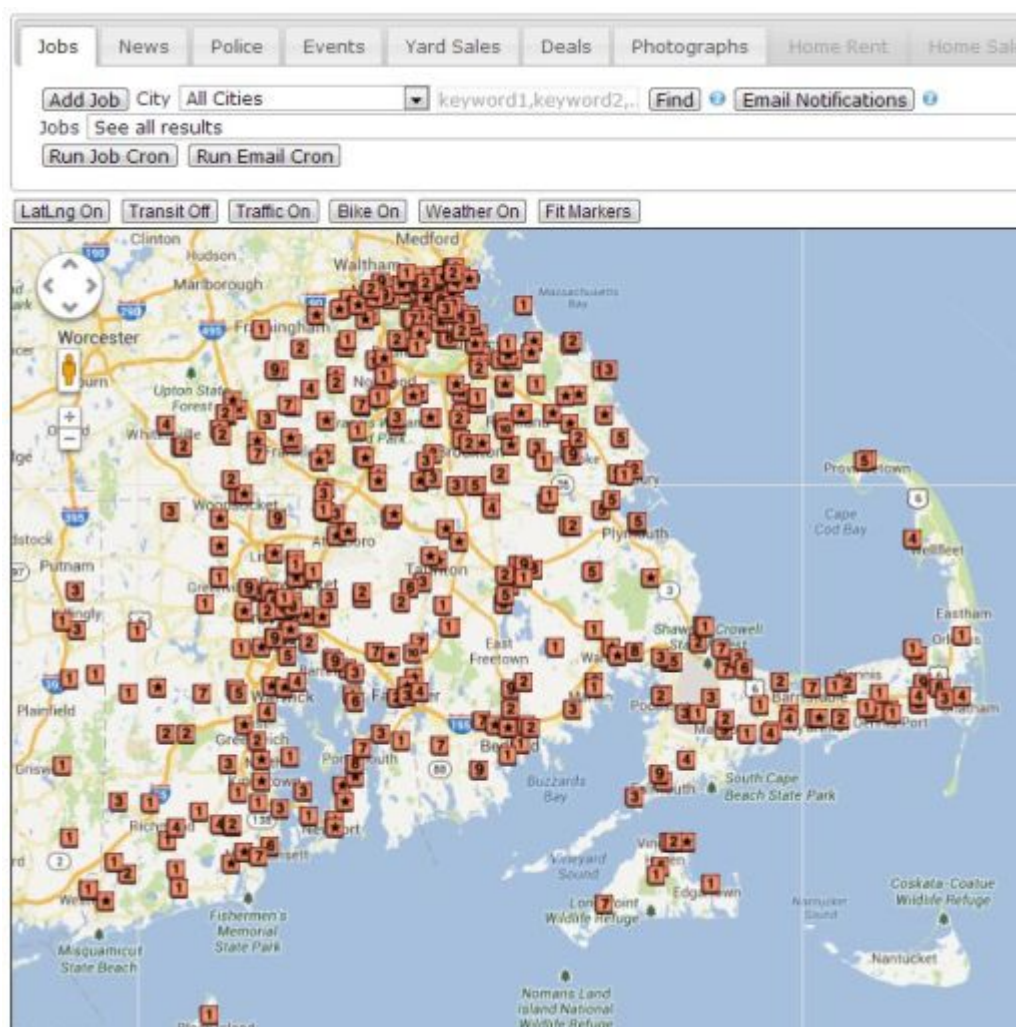
by
Michael
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling jobs from our **jobs**

database to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue.



Here are the Hot Jobs from the Greater New Bedford Career Center as of August 28th, 2014:

1. Finisher #4586821

The Finisher is responsible for finishing newly constructed

retail display fixtures including prepping fixtures, staining and applying clear finish. This position is responsible for quality craftsmanship and the timely completion of all projects. Essential Duties and Responsibilities: Finish newly constructed retail display furniture. Prepare fixtures for finish (may require disassembly). Apply stain and clear coat. Reassemble fixtures. Maintain a professional spray booth. Additional duties as assigned. Must have a minimum of 2 years finishing experience. High School Diploma or equivalent preferred.

2. Finisher Assistant #4586818

The Finisher Assistant is responsible for helping finish newly constructed retail display fixtures including prepping fixtures, staining and applying clear finish. This position is responsible for quality craftsmanship and the timely completion of all projects. Essential Duties and Responsibilities: Help finish newly constructed retail display furniture. Help prepare fixtures for finish (may require disassembly). Help apply stain and clear coat. Help reassemble fixtures. Help maintain a professional spray booth. Additional duties as assigned. High School Diploma or equivalent preferred.

3. Molding Operators #4582578

General machine operation in manufacturing environment: including but not limited to compression, injection and transfer molding operations as outlined in control plans. Responsible for reading specifications on work orders. Performs daily duties as requested by shift supervisor/management per ISO9001 standards. General computer skills and proven problem solving skills in manufacturing environment a plus. High School Diploma and basic computer skills required. Experience with ISO9001 and QS9000/TS16949 requirements preferred. Shifts is 11:00pm to 7:00am.

4. Deputy Inspector of Buildings #4586855

Performs a variety of routine and complex administrative,

supervisory and technical work in administering and enforcing building and related codes. Ensures and enforces that State and City building and zoning codes are being maintained in order to ensure public safety. The position requires seven to ten years of construction and supervisory experience, supervision of building construction or design; or a four-year undergraduate degree in a field related to building construction or design; or any equivalent combination of education and experience.

5. CNA/Certified Nursing Assistant #4595140

LifeStream Inc. is seeking CNAs Full time, various shifts available immediately in our New Bedford, Fairhaven, Westport and Rochester Residential Programs. Responsible for providing the individuals we support with personal care, community and leisure activities and activities of daily living in their homes, day program and community. High School diploma or GED. One year experience in the field of Human Services preferred. Current Certified Nursing Aide Certificate .

6. Concrete Forms Worker #4600469

Looking to hire an individual with basic concrete form skills. Must have knowledge of power tools, measuring skills and cutting skills. This position requires a hard working individual who will be dependable and reliable. Must have a vehicle and valid driver's license.

7. Painters #4600558

Employer looking for experienced exterior and interior painters. Must be reliable, dependable and have transportation to work site.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of August 28th, 2014:

1. Assistant Store Manager – Family Dollar

Full details and application process [here](#).

2. Cafeteria Manager – New Bedford High School

Full details and application process [here](#).

3. Warehouse Laborer Job (New Bedford)

Full details and application process [here](#).

4. Golden Greek Restaurant Waitstaff

Full details and application process [here](#).

5. Cashier – Petco (North Dartmouth)

Full details and application process [here](#).

6. Assistant Animal Control Office (Dartmouth)

Full details and application process [here](#).

7. Hourly Manager – Friendly's (Fairhaven)

Full details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

The South Coast Hot Jobs List – 24 August 2014



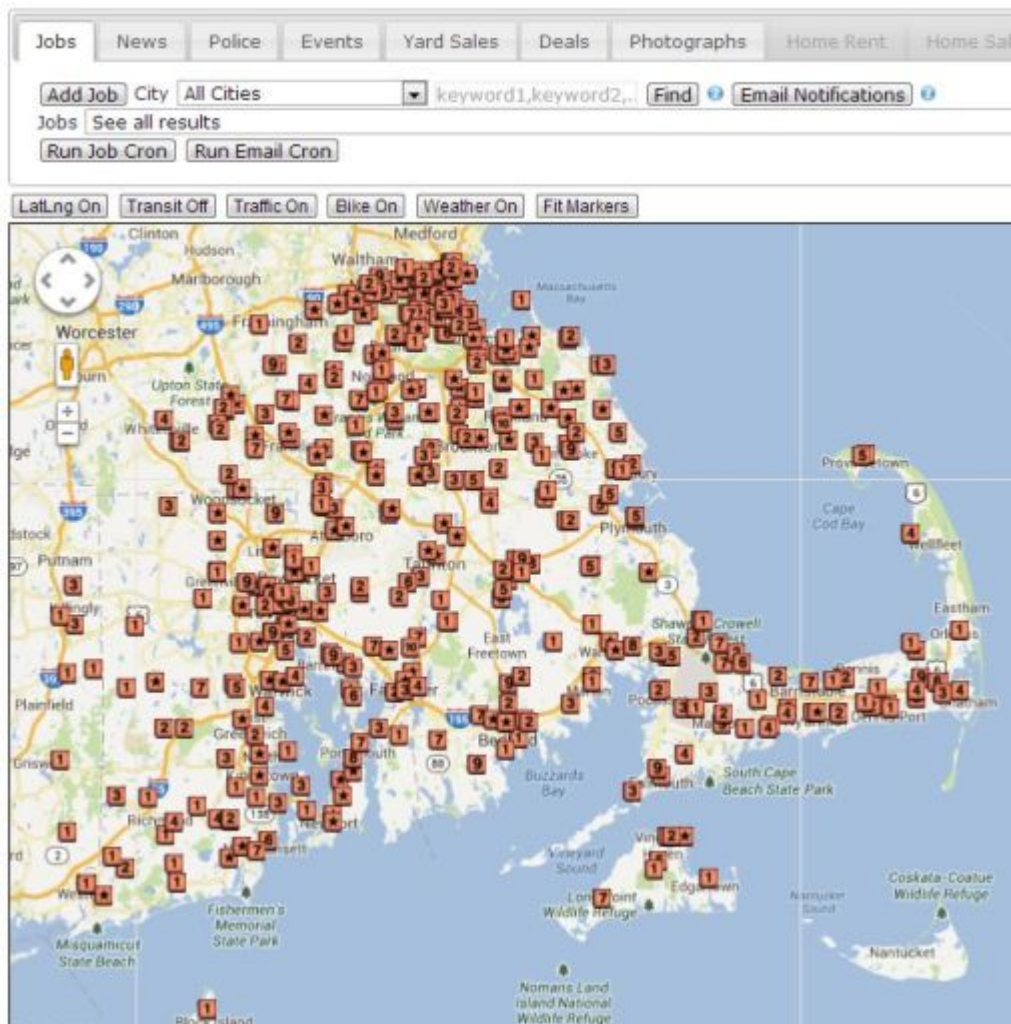
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Here are the Hot Jobs from the Greater New Bedford Career Center as of August 20th, 2014:

1. 1. Maintenance Engineer/Journeyman #4548480

RESPONSIBLE FOR THE DAY TO DAY OPERATION OF THE PLUMBING SECTION, OF THE MAINTENANCE DEPARTMENT. MUST HAVE AT LEAST (5) YEARS EXPERIENCE IN COMMERCIAL PLUMBING. A JOURNEYMAN SPRINKLER FITTER LICENSE IS PREFERRED. MUST HAVE A STATE JOURNEYMAN'S LICENSE

MUST BE ABLE TO PERFORM REPAIRS AND UPGRADE ALL PLUMBING SYSTEMS.

2. Watchperson (part-time) #4549480

Shift: 11:30 p.m. Saturday to 7:30 a.m. Sunday. Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties. Possession of a valid Massachusetts driver's license with a good driving

record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. High school diploma or GED equivalent preferred. The City of New Bedford has a Residency Requirement.

3. MFG End of Line Inspector #4548477

Visual Inspection of Rubber goods off of the manufacturing line. Able to understand basic specifications and requirements in order to perform inspection of product. Computer skills preferred.

4. Mental Health Clinician #4548490

Demonstrated awareness of strength-based sensitivity to and competence in dealing with cultural and socioeconomic diversity. Work collaboratively in diverse multidisciplinary settings on behalf of children, youth, and families and/or the agency. Experience with reporting on government contracts.

5. Experienced Painters #4558781

Tangerine Paint is in need of experienced painters. Must have at least a minimum of 2 years experience. Responsibilities include but not limited to: Knowledge of spraying a plus. English Fluency required. Valid Driver's License and transportation a MUST! Selected candidate must have the ability to lift 25 plus pounds and able to climb ladders.

6. Maintenance Mechanic #4558818

To qualify, you must have experience in the following areas: Repair of production machinery in a fast paced environment including observing and testing the operation of machinery and equipment. Ability to diagnose equipment malfunctions and off quality problems. Ability to complete disassembly of production and manufacturing equipment in order to remove parts and make repairs with on assistance. High School Diploma or GED required and 5 years similar experience required. Vocational/Technical training preferred.

7. Truck Driver #4572499

Reputable seafood company looking for a CDL Class B Driver or if you have experience in driving a box truck employer is willing to train you. MUST be dedicated, hard working and willing to learn. You will be driving from New Bedford to South Boston and Logan Airport on a daily business.

8. Forklift Associate/Material Handler #4568246

Scan and pick cartons. Load/unload trucks. Lifting required up to 60lbs. May work at heights up to 24". Must be available for Saturday work and overtime as needed. Must be able to operate scanner and basic computer skills. Positions available on 1st and 2nd shifts.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of August 20th, 2014:

1. Digital Marketing Coordinator – First Citizens' federal credit Union

Full details and application process [here](#).

2. Delivery Driver – Papa Gino's (Fairhaven)

Full details and application process [here](#).

3. Activity Assistant – N.B. Jewish Convalescent Home

Full details and application process [here](#).

4. Director of Capital Giving – Tabor Academy (Marion)

Full details and application process [here](#).

5. Field Investigator – Commonwealth of Massachusetts (New Bedford)

Full details and application process [here](#).

6. Assistant Women's Soccer Coach – University of Massachusetts Dartmouth

Full details and application process [here](#).

7. Food Service Staff – Westport Community Schools

Full details and application process **here**.

Be sure to also check out our Job Portal to find jobs by location on a map: **newbedfordguide.com/map-page#pm_jobs_tab**. Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

The South Coast Hot Jobs List – 17 August 2014

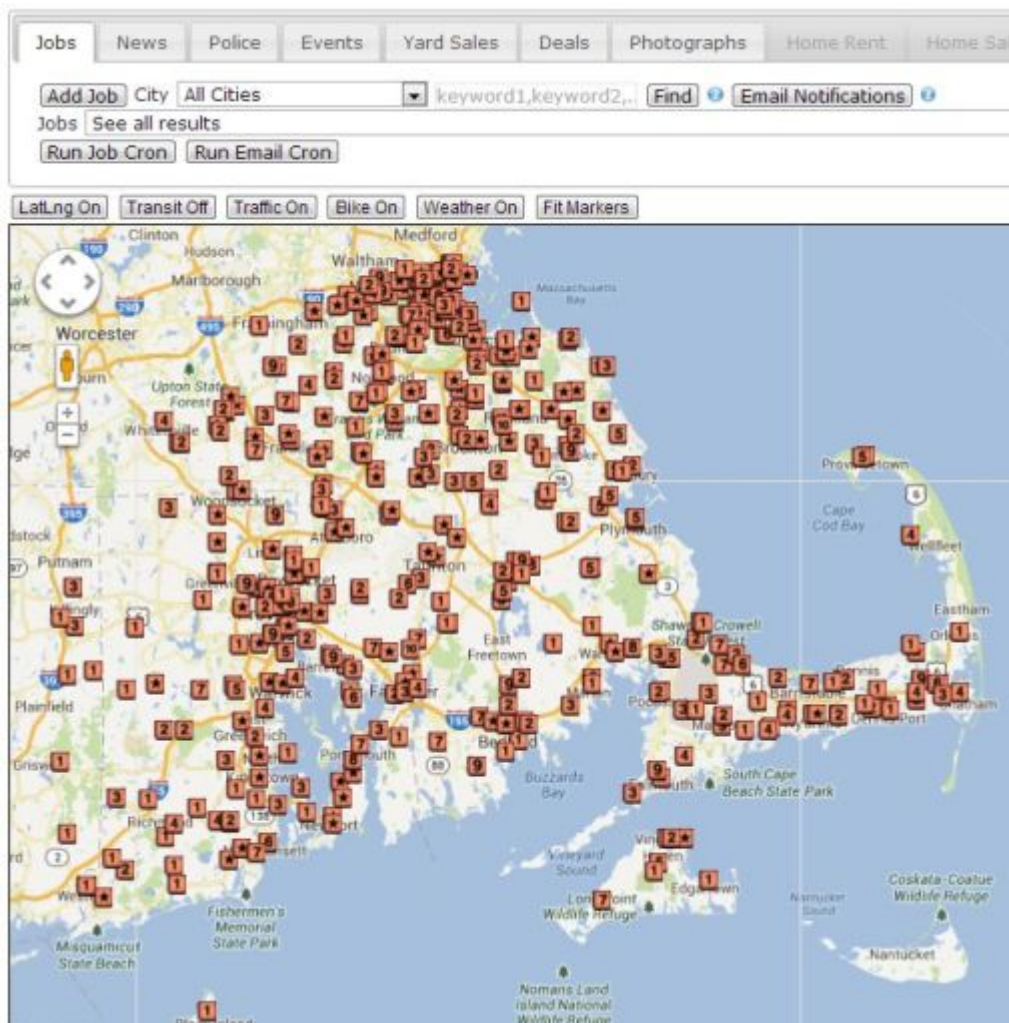


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Here are the Hot Jobs from the Greater New Bedford Career Center as of August 14th, 2014:

1. Early Childhood Educator/Teacher #4524007

Early Childhood teacher with Associates Degree or EEC (Dept. of Early Education and Care) Certified.

2. Customer Service Rep/Order Entry #4516663

Accurate order entry taken by phone, fax or email from repeat customers, including updating customer information in system; Resolution of customer issues over the telephone including billing inquiries, customer complaints and sales opportunities; respond to customer correspondence and inquiries via email, fax and phone in an appropriate and timely manner; promote sales when opportunity arises. Must be able to work calmly with patience and courtesy in customer relations, strong organizational skills, and proven history of accuracy and attention to detail.

3. Butcher #4524121

New Restaurant, butcher shop & deli opening up soon. Experienced meat cutter needed. Must have knowledge of meat, different cuts and how to cut the meat along with using butcher/meat cutter equipment.

4. Distribution Packer #4516657

Under direction of senior shippers, packer prepares a variety of finished items for shipment to customers according to standard procedures and special customer specifications. Prior to packing product a final inspection is conducted to assure consistency of colors and accuracy of labels. Must use computer system to produce custom labels, then label and package products as required for shipping. Some heavy lifting up to 50 lbs. required. Use of hand trucks, carts, pallet jacks.

5. Party Host (Part-Time) #4524029

This is a part time position that can go anywhere from 10-15 hours per week and you must be available on weekends and some weekday evening hours. Must have exceptional customer service skills and enjoy working with children.

6. Cashier/Snack Person (Part-Time) #4524032

This position goes from 10 to 15 hours per week. You must be flexible for days, nights and weekends. Greater customer service skills and work well with children. Some cashier

experience helpful.

7. Floor Guard/Supervisor #4524037

Must have roller skating ability with excellent social qualities as you will be working with children and families who are looking a clean, healthy fun environment suitable for all ages. Hours are 10 to 15 per week, flexible with days, nights and weekends.

8. Assistant City Planner #4490407

Performs a variety of routine and complex technical and professional work in the current and/or long-range planning of the City, and the development and implementation of land use and related policies and regulations. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.

9. Code Enforcement Inspector #4516681

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community through law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of August 14th, 2014:

1. Employee Relations Manager – St. Luke's Hospital

Full details and application process [here](#).

2. Prep Cook – N.B. Jewish Convalescent Home

Full details and application process [here](#).

3. Portuguese Linguists – MetLang (New Bedford)

Full details and application process [here](#).

4. Wellness Ambassador – Rite Aid (New Bedford)

Full details and application process [here](#).

5. Cashier Team Member – Target (North Dartmouth)

Full details and application process [here](#).

6. Lunch and Recess Monitor – Freetown Elementary School

Full details and application process [here](#).

7. Cook – Papa Gino's (Fairhaven)

Full details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

Help Wanted: Buttonwood Park Zoo Watchperson

CITY OF NEW BEDFORD

WATCHPERSON (Part-time/No benefits)

\$11.55hr – \$15.92hr (plus 7% night differential)

DEPARTMENT: ZOO

Shift: 11:30 p.m. Saturday to 7:30 a.m. Sunday

Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties.

Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly.

Possession of a valid Massachusetts driver's license with a good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

High school diploma or GED equivalent preferred.

For application/complete job description, please visit www.newbedford-ma.gov or contact Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO