

Help Wanted: Assistant City Planner

CITY OF NEW BEDFORD

ASSISTANT CITY PLANNER \$54,708 – \$66,732

DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING

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.

Provides staff support to the Planning Board, Zoning Board of Appeals, Historical Commission, and other Boards/Commissions as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

Prepares and writes grant application components relating to land use, parks and recreation, open space, zoning, etc.

Bachelor's Degree (Master's Degree preferred) in urban or regional planning, architecture, urban design, geography or a related field. Three years of progressive experience in municipal or State government preferred; or any equivalent combination of education and experience. Internships and/or additional education may substitute for work experience.

Training and experience in GIS or CAD systems 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

Help Wanted: Building Custodian

CITY OF NEW BEDFORD

BUILDING CUSTODIAN GRADE 3 \$11.92hr – \$16.70hr

DEPARTMENT OF FACILITIES & FLEET MANAGEMENT

Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

High school graduate or GED equivalent preferred; any combination of experience and training that demonstrates the knowledge and experience to perform the work; working knowledge of equipment, materials and supplies used in building and grounds maintenance and minor repairs; some knowledge of first aid and applicable safety precautions; skill in operation of listed tools and equipment; ability to work independently and complete daily activities according to

work schedule; ability to lift heavy objects, and walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

Must possess a valid Massachusetts driver's license. Mandatory CORI (Criminal Offender Record Investigation) background check.

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

APPLICATION DEADLINE: AUGUST 8, 2014

The South Coast Hot Jobs List – 30 July 2014

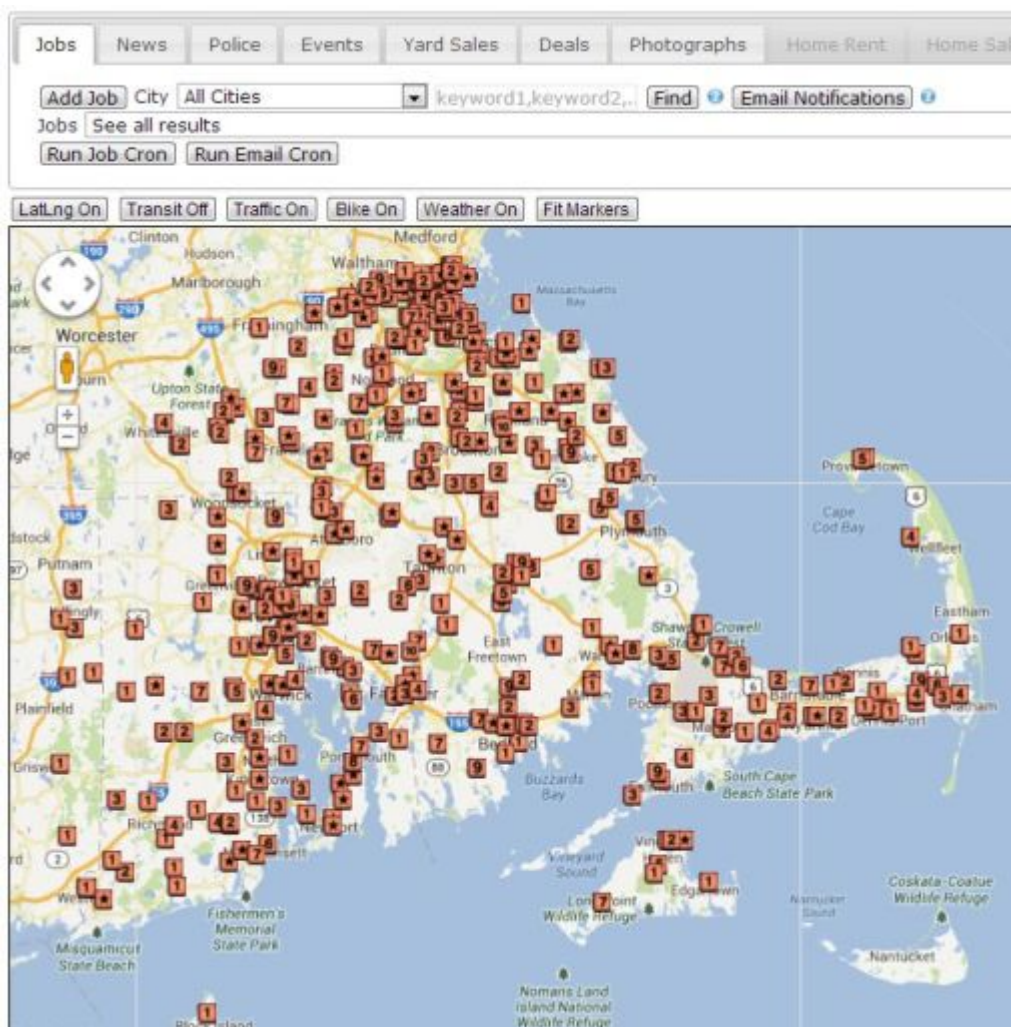


by
Michael
Silvia

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 July 30th, 2014:

1. Housekeeping #4417577

HS or GED. Housekeeping/Room Attendant needed on Saturdays for resort in Mashpee. \$30 per small unit cleaned and \$35 per bigger unit cleaned. Potential of earning \$120.00 + per day.

2. Library Director #4417492

Under the direction of the Library Board of Trustees and Mayor, responsible for the administration of the Public Library system including planning, organizing and directing all library services and activities. EDUCATION AND EXPERIENCE: Master's Degree in Library Science from an ALA accredited school plus eight or more years of directly related experience, at least five of which were in a progressively administrative capacity involving policy, innovative community outreach, staff development and budgetary responsibility; two or more years preferably in an urban library system; or any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the duties of the position.

3. Emergency Telecommunications #4417491

Receive and process calls for assistance from various sources. Dispatch immediately such patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment needed to handle all complaints and requests for assistance. Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Must pass an in-depth police background check. One to three years' experience in: general office procedures, dealing with the public, computer knowledge, public safety, beneficial but not necessary. New Bedford has a residency requirement.

4. Maintenance Mechanics #4449442

Looking to fill two positions for second shift, 2:00pm to 10:30pm Monday through Friday. Must have at least 4 years' experience working on industrial machinery. Pneumatic experience helpful.

5. Electrician #4459705

Growing company looking for a Licensed Electrician. Primary focus will be on lighting upgrades. During probationary period, a skills assessment will be performed to determine proper placement. Positions are located in Fall River, Seekonk & Swansea.

6. Wellness Director #4459840

Excellent opportunity for someone with a vibrant personality and wide Health & Wellness knowledge base to join the staff team of the newest branch of YMCA Southcoast. This 9 year old state of the art branch just completed its latest facility addition which included an outdoor pool w/water features, new adult locker rooms w/steam & sauna and a second group ex studio. BS degree in Health & Fitness or related field. 3 years minimum of commensurate experience in a management position as well as leading wellness programs. Fitness certifications required

7. Auto Mechanic #4466029

Immediate opening for a used car dealership mechanic. High School/Tech School Diploma or GED; Skilled/Certified in two or more automotive specialties; 2+ years of repair experience; A valid driver's license and a clean driving record; Must have your own tools

8. Construction Laborers #4459873

Construction laborers needed for 40 hours for a temporary position located in New Bedford. The position is an 8 to 10 week project. Some experience necessary.

Here are the Hot Jobs in the New Bedford area from the

NewBedfordGuide.com jobs database, as of July 30th, 2014:

1. Family Dollar Store Manager (New Bedford)

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

2. Middle School Principal – Acushnet Public School Department

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

3. Dog Trainer / Apprentice Petco (North Dartmouth)

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

4. Landscaper at Tim's Lawn Care (Westport)

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

5. Clerk/Cashier – CVS/pharmacy (New Bedford)

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

6. Breakfast/Lunch Cook FT/PT at Cyd's Creative Kitchen

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

7. Branch Manager – The Rockland Trust Company (Rochester)

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 – 26 July, 2014

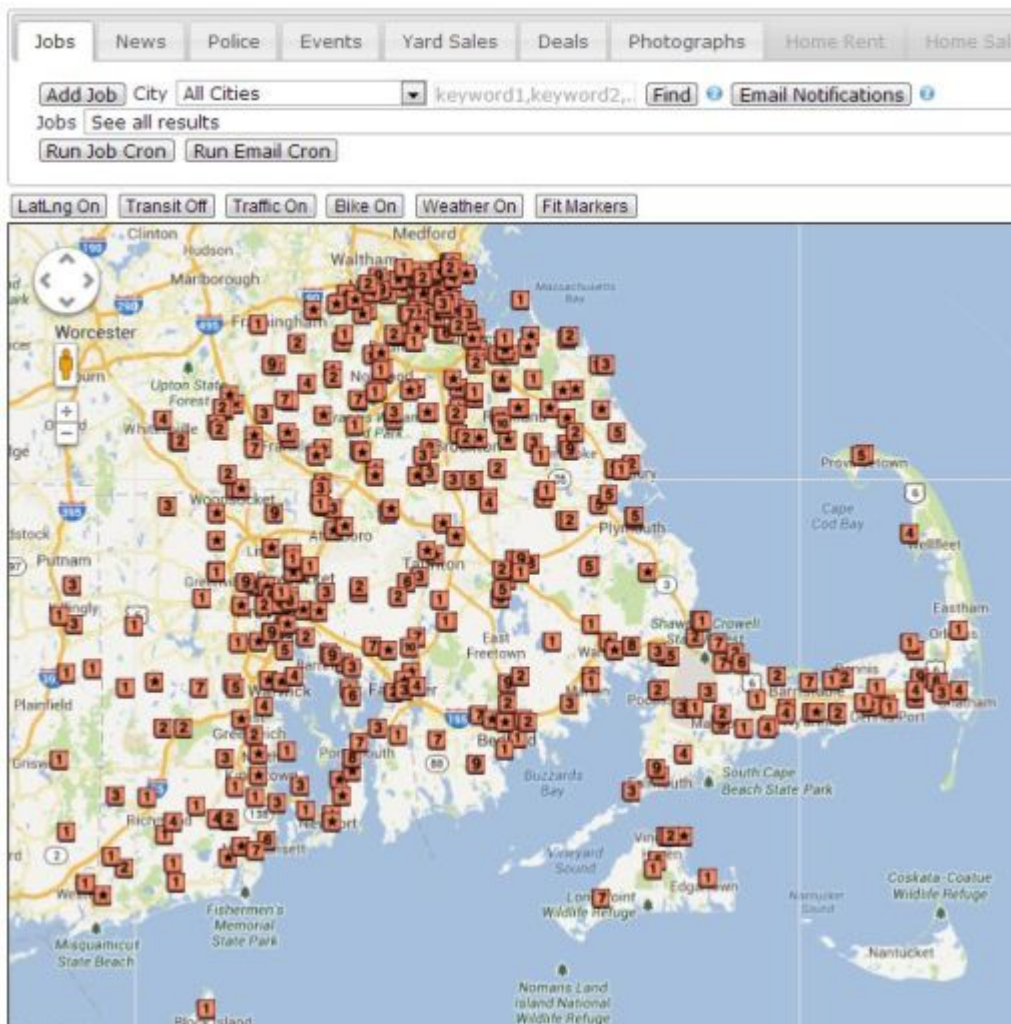


by
Michael
Silvia

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 July 24th, 2014:

1. Paramedic (Full-Time & Part-Time) #4386633

Comply with all policies, practices and procedures of the EMS Department and City of New Bedford. One year of Paramedic experience required. The City of New Bedford has a Residency Requirement. Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA. Knowledge of pharmacology, and drugs used in advanced life support and possible reactions; Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH re-certification requirements;

regional communication protocols.

2. Financial Analyst #4386624

Provides a variety of routine and complex bookkeeping and accounting tasks relating to the fiscal administration of the City of New Bedford. Graduation from a college or university with a bachelor's degree in public finance, accounting, public administration, business management or a closely related field, and two years of related experience; or Any equivalent combination of education and progressively responsible experience, with additional work experience accounting for the required education on a year-for-year basis. The City of New Bedford has a Residency Requirement.

3. Personal Care Attendant (PCA) #4386646

Part-Time Flexible Hours. Day or evening hours. Seeking reliable, caring person to perform various personal care duties: dressing, grooming, etc. Also will do light housekeeping and cooking. Person must have GED/ HS, Basic Computer skills helpful and have an acceptable CORI. Fluency in English is necessary. Employer will start applicant at less hours to see how they perform and then increase hours. Must have Valid Driver's License & Vehicle.

4. Head Start Custodian #4391103

Responsible for assisting in the general maintenance and sanitary conditions of the Head Start facility and grounds. A driver's license is required. P.A.C.E., Inc. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Deadline to apply: 5:00 p.m., Friday, August 1, 2014.

5. Head Start Health Manager #4391102

RN with minimum of one (1) year pediatric experience. Community health experience helpful. Good organizational and communication skills required. Driver's license required. Occasional travel for meetings and conferences. Plan and coordinate health services for comprehensive Head Start Program serving children 3 – 5 years old and their families.

6. Registered Nurse #4406007 – New adult day health center in North Dartmouth is looking for a Registered Nurse. Requirements: Graduate of an accredited, state licensed School of Nursing, works well with participants in providing nursing care.

7. Geriatric Support Coordinator #4405929

Reporting to the SCO Supervisor, the GSSC is responsible for coordinating support services as part of the Senior Care Options Primary Care Team. The GSSC's basic function is to assist eligible elderly persons to obtain services which will enhance their quality of life and allow them to live as independently as possible with dignity and respect. B.A. from an accredited college or university, preferably in social services or relevant experience and 2 years professional experience with elders over 60. Fluency in English/ Spanish. Use of a car with a current license to drive.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 24th, 2014:

1. Fairhaven High School Head Soccer Coach

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

2. Administrative Assistant – Preservation Housing Management (New Bedford)

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

3. Case Manager – Kennedy Donovan Center (New Bedford)

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

4. General Manager – U-Haul (New Bedford)

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

5. Groundskeeper – ABLE Associates (New Bedford)

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

6. Marketing Coordinator – Child & Family Services (New

Bedford)

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

7. Starbucks Team Leader – Target (North Dartmouth)

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

8. General Manager – Ruby Tuesday, Inc. (Dartmouth)

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: NBPD Emergency Telecommunications Dispatcher

CITY OF NEW BEDFORD POLICE DEPARTMENT

EMERGENCY TELECOMMUNICATIONS DISPATCHER \$13.67hr – \$19.93hr



Receive and process calls for assistance from various sources. Dispatch immediately such patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment needed to handle all complaints and requests for assistance. Alert personnel responding to hazardous calls with information relating to the nature of the call.

Monitor the status and be aware of all units at all times. Immediately notify appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Maintain accuracy in the recording of information related to emergency or other services required of the dispatch center.

Will not divulge, or permit any personnel to divulge, information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

Perform such other related duties as may be assigned by the appropriate authority.

Responsible for keeping certifications up to date. (911; APCO (Association of Public Safety Communications Officials); EMD

(Emergency Medical Dispatching); LEAPS (Law Enforcement Agencies Processing Systems).

High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check.

One to three years' experience in: general office procedures, dealing with the public, computer knowledge, public safety, beneficial but not necessary.

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 selected. EEO

New Bedford has a residency requirement. To apply for this position: <http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

HELP WANTED: Arrangements River/Dartmouth)

Edible (Fall



Looking for work? Edible Arrangements is looking for a part-time worker for their Dartmouth and Fall River locations. Hourly wage based on work experience. One week of paid vacation each year. Must have experience working with food and the public. Candidate must be able to work in a team setting and be available to work during the holiday season. Having your own transportation is a must to work at both locations. Send resume to JBDedible@yahoo.com.

The South Coast Hot Jobs List – 17 July 2014

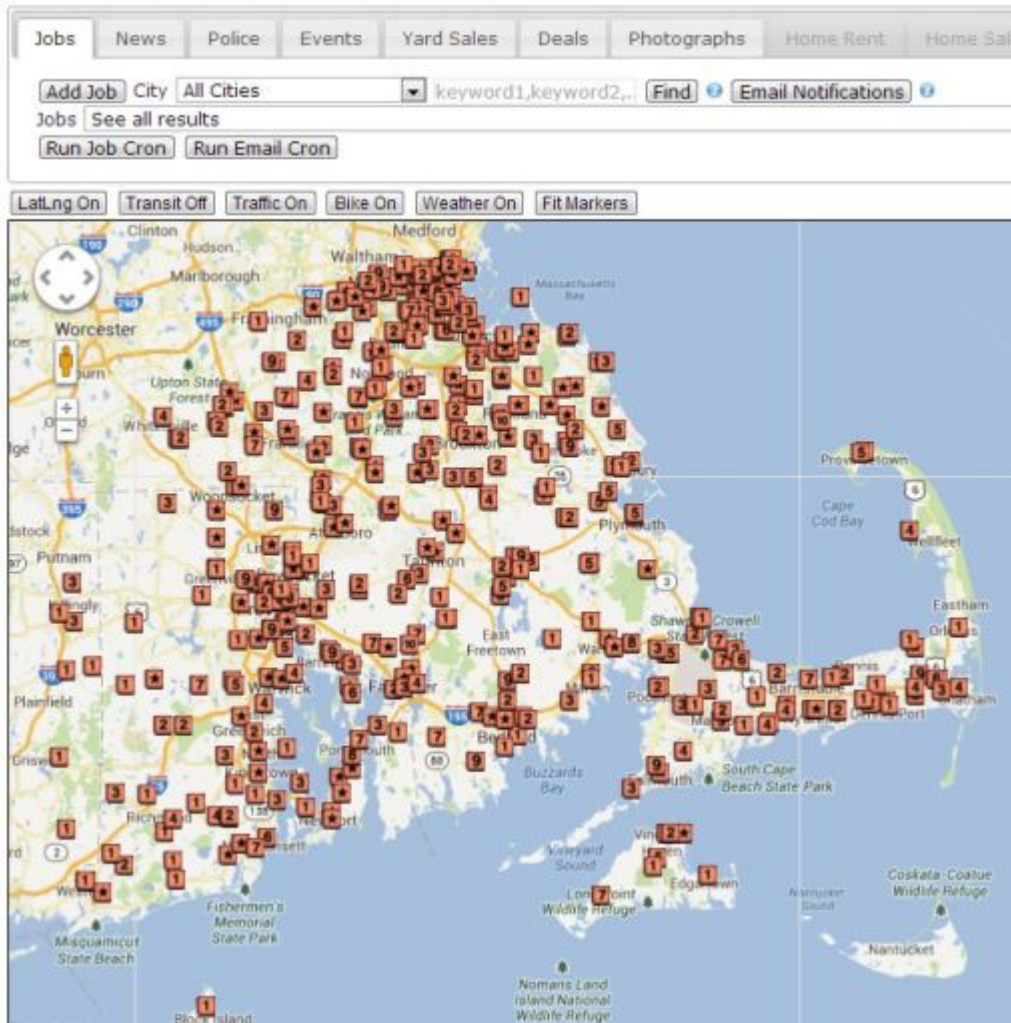


by
Michael
Silvia

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 July 17th, 2014:

1. Property Manager #4360466

This is a highly responsible administrative position in which the incumbent performs a wide variety of duties related to the overall and efficient management of public housing developments. The Property Manager is responsible for providing safe and sanitary housing and assuring that residents receive prompt, efficient, courteous, and quality service. Possession of a high school diploma is required, as is prior experience in property management.

2. Data Specialist-Tenant Selection #4360439

This is a responsible, full-time staff support position in which the incumbent interviews applicants for public and leased housing programs. He/she also performs a variety of

routine clerical work involving data entry and maintenance of applicant files. Interacts with applicants, residents, and the general public on a daily basis. Possession of a high school diploma and training in business English, math, and data entry is required as is prior experience and general knowledge of office practices. Send resume to be received by 9:00 p.m. on Tuesday, July 22, 2014.

3. Data Specialist-Leased Housing

This is a responsible, full-time staff support position in which the incumbent performs a variety of routine clerical work involving maintenance of resident and landlord files, and daily interaction with residents, landlords, and the general public on a variety of leased housing matters. Possession of a high school diploma and training in business English, math is required as is prior experience in and general knowledge of office practices. Send resume to be received by 9:00 a.m. on Tuesday, July 22, 2014.

4. Housekeeper I (Per Diem) #4369633

Previous experience in institutional housekeeping preferred. Must be able to stand for long periods of time. Must be able to understand written and verbal communication and instructions. Must be able to work independently. Must be able to lift object over 25 pounds and bend repeatedly.

5. Fabric Pattern Cutter #4323974

Fabric Pattern Cutter needed. Full and Part time hours are available. Experienced preferred. Please apply directly. Must be able to speak and read English.

6. Maintenance Technician #4337763

Family owned and operated food business since 1976 is seeking a motivated individual to join our dynamic and fast-paced company as a Maintenance Technician. A variety of skills will be required including basic plumbing, electrical, and mechanical. The most successful candidates will be flexible self-starters that can demonstrate good organizational skills

and attention to detail in both their handy work and record keeping.

7. Concrete Laborer #4374557

Concrete Laborer/Worker needed. Experience in flat work – sidewalks, slab required. Must dependable and a hard worker.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 17th, 2014:

1. Site/Quarry Manager – PJ Keating Co (Acushnet)

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

2. Store Manager – RadioShack (New Bedford)

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

3. Rn (Multiple Positions, All Shifts Available) – SE Massachusetts Health and Rehabilitation Center

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

4. Store Manager – T-Mobile

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

5. Sales Representative – MarLees Seafood

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: Nights Domestic Violence Advocate

POSITION: DOMESTIC VIOLENCE ADVOCATE-NIGHTS (Part-time)

LEVEL: \$10.00hr

DEPARTMENT: POLICE

FUNCTION: Provides assistance to Police personnel and victims of domestic violence.

SUPERVISION RECEIVED: Advocates will be supervised by the New Bedford Police Domestic Violence Resource Coordinator.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

QUALIFICATIONS: Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and motor vehicle. Mandatory CORI background check and subject to pre-employment testing. Must satisfactorily complete thirty-six hours of Domestic Violence Training. Bilingual preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NEW BEDFORD HAS A RESIDENCY REQUIREMENT

Apply

here:

<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

The South Coast Hot Jobs List – 10 July 2014



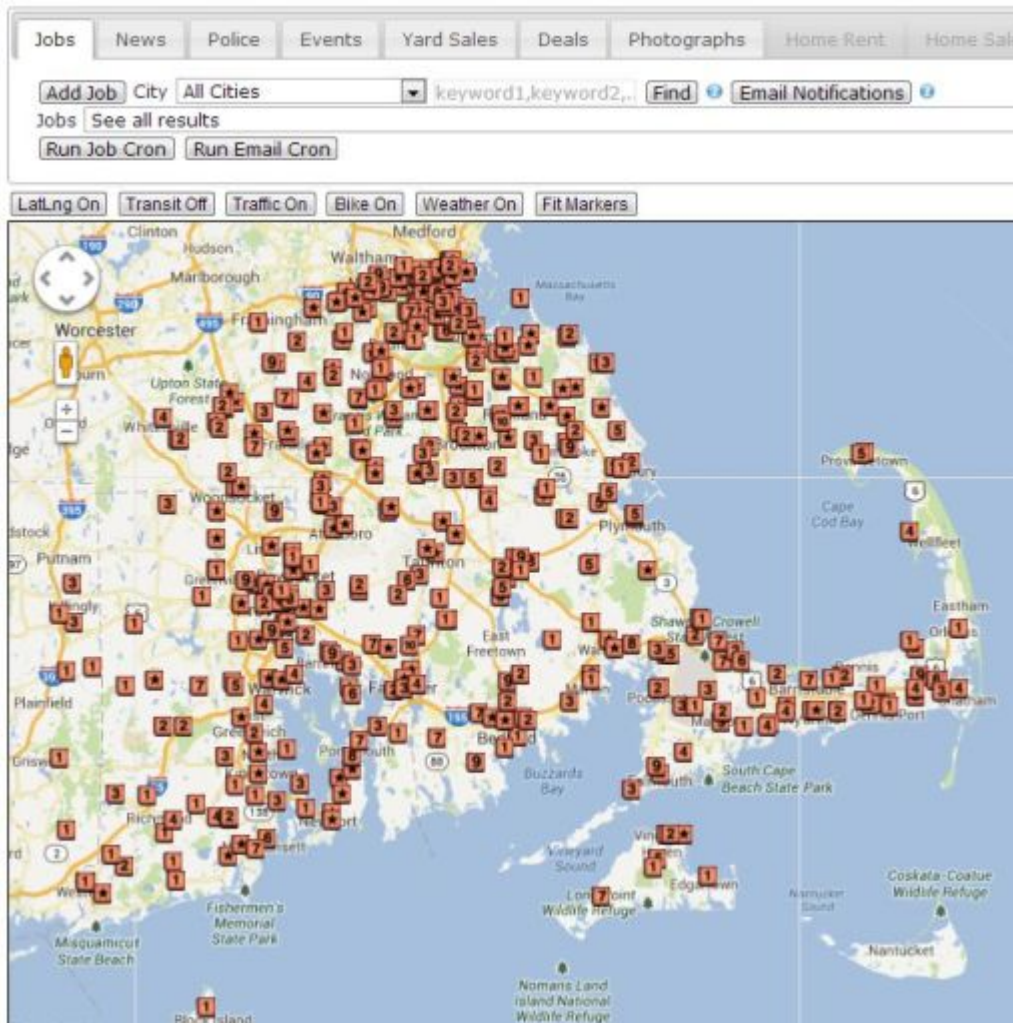
by
Michael
Silvia

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 July 10th, 2014:

1. Journeyman Licensed Electrician #4315219

Southern Light Solar is looking for a Licensed Journeyman to join our residential/commercial solar PV installation crew. Top pay for qualified candidates. Responsibilities will include the following; Performing AC for solar PV systems. Hanging and wiring Inverters/combiner boxes. Coordinating/going to wire inspections. Must be a MA Journeyman Licensed Electrician

. Librarian III (Head of Special Collections) #4324027

Responsible for the direction and management of the Free

Public Library's Special Collections Department, consisting of the Archives, Genealogy and Art collections; and responsible for the promotion, preservation and development of the materials it contains. Master's degree in Library Science from an ALA accredited institution with a concentration in archival studies or management. Undergraduate degree or strong subject knowledge in American history, particularly 19th century New England history, is highly desirable. Minimum five years' professional experience in positions of increasing responsibility in special collections or archives. City of New Bedford has a Residency Requirement.

3. Manager Residential Substance Abuse #4324088

A transitional housing program for chronically homeless men with a history of alcohol/substance abuse, seeks a manager with experience in case management, residential program operations and reporting to local, state and federal agencies. Bachelor's Degree preferred, but consideration will be made based on experience. Email resume to smartin@detma.org.

4. Retail Sales Clerk #4324119

Sales Clerk needed. Responsibilities include but not limited to: Stocking shelves, cleaning and maintaining animal cages. Animal knowledge and retail experience preferred.

5. Maintenance Technician #4337763

Family owned and operated food business since 1976 is seeking a motivated individual to join our dynamic and fast-paced company as a Maintenance Technician. A variety of skills will be required including basic plumbing, electrical, and mechanical. The position is permanent and full time (may also involve occasional overtime and emergency work) and includes health and retirement benefits.

6. Administrative Assistant/Medical Biller #4337802

Part time position for an experienced Administrative Assistant/ Medical Biller. This is a part time position with flexible hours. Selected candidate must be professional, able

to work independently, self motivated and extremely efficient. Must be Computer literate and knowledge of WORD required and Excel would be helpful. Email resume to drijo@detma.org.

7. Domestic Violence Advocate-Nights (Part-Time) #4342796

Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System. NEW BEDFORD HAS A RESIDENCY REQUIREMENT.

8. Optometry Technician #4342869

Our high tech Optometry Practice is seeking a motivated, eager to learn, friendly candidate to join our dedicated team! Interested candidates must have open availability on the weekends as we are open 7 days a week. Our candidate would possess the following qualities which include computer skills as we operate with Electronic Medical Records, detail oriented, organized, ability to multi-task, and interest in providing the highest level of care to patients. Interested Applicants can email resume to smartin@detma.org.

Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of July 10th, 2014:

1. Delivery Technician – Enos Home Oxygen & Medical Supply, Inc.

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

2. General Manager – U-Haul

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

3. Order Selector – Reinhart FoodService, LLC

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

4. Assistant Manager – Hess Corporation

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

5. Assistant Store Manager – Lowe's (Dartmouth)

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: Community Relations Manager at New Bedford Public Schools

General Description:

The Community Relations Manager is responsible for strategic oversight and management of internal/external communication and external affairs for the New Bedford Public Schools (NBPS), supporting the Superintendent to inform and engage families, staff, partners and the public in district priorities, policies, practices, challenges, and opportunities. The Community Relations Manager will serve as a key member of the Family Welcome Center.

Reports to: Dr. Pia Durkin, Superintendent, New Bedford Public Schools

Responsibilities:

1. Develop and implement a comprehensive communications plan that includes short- and long-term strategies for building stakeholder awareness about and support for New Bedford Public Schools' work to ensure academic excellence among all students.
2. Serve as the district's lead contact and spokesperson with all print and broadcast media outlets, including researching, coordinating and responding to media inquiries regarding school-based and district matters.
3. Involve the Superintendent, School Committee, and other school and district leaders in relevant media inquiries, and keep all parties updated on upcoming and ongoing news stories.
4. Identify and pitch news story ideas through a range of proactive media strategies.
5. Plan and coordinate media events and activities, including news conferences, press briefings, interviews, and other opportunities to inform reporters and editors about school and district issues.
6. Assess and respond to the information needs of internal and external stakeholders of the NBPS, including work with legal staff to comply with public records laws and the Freedom of Information Act.
7. Support the Superintendent in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.
8. Coordinate writing, editing, design, production and distribution of clear, concise, "family-friendly" print and digital materials (e.g., letters, brochures, articles, videos, fact sheets, fliers) to communicate the district's goals and priorities to various NBPS stakeholders, including school-based and central staff, parents, students, partner organizations, community leaders and residents.

9. Work with English Language Learners staff to ensure translation of external documents into major languages, and implement strategies to communicate effectively with all language communities.
10. Collaborate with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.
11. Provide training and technical support to schools and NBPS central staff about communicating with media, families, and school communities, including crisis communications during emergency situations.
12. Serve as NBPS liaison/advocate to government, business, and other community partners, providing information and resources to promote community engagement in NBPS.
13. Serve as a member of the Superintendent's leadership team.
14. Perform other related duties as requested by the Superintendent.

Qualifications:

Required:

1. Bachelor's degree in Journalism, Communications, Marketing or a related field
2. 5 years experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or 5 years experience in print and/or electronic journalism
3. Excellent writing, editing and verbal communication skills, especially in communicating complex policies and practices to diverse audiences
4. Demonstrated skill in working with the media
5. Working knowledge of digital communication tools, including website content management, e-marketing and social media

6. Demonstrated ability to advise and support individuals at all levels of the organization
7. Ability to prioritize competing demands

Preferred:

1. Master's degree in Journalism, Communications, Marketing or a related field
2. Understanding of K-12 public education, particularly in an urban setting
3. Familiarity with the City of New Bedford and the South Coast region of Massachusetts
4. Experience producing publications, such as fliers, newsletters, reports, etc.
5. Skills in graphic design

Terms and Compensation:

Full-time, non-union position.

Salary commensurate with experience, plus full benefits.

Application Process:

To apply, submit a cover letter, resume and three (3) letters of reference to:

Heather Emsley
Executive Director of Human Capital Services
New Bedford Public Schools
455 County Street, Room 120
New Bedford, MA 02740

Or via email to: hemsley@newbedfordschools.org

Application Deadline: Wednesday, July 9

Download this job description ([PDF](#))