

# The South Coast Hot Jobs List

## – 29 May 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.

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Here are the Hot Jobs from the Greater New Bedford Career Center as of May 29th, 2014:

### **1. Inventory Control Clerk #4158289**

The responsibilities of the Inventory Costing Clerk is to analyze the whole cost of a project and to point out the profit margins in that project. Ability to apply knowledge of Generally Accepted Accounting Principles and Cost Accounting Standards. Must be able to adapt to new and different computer programs and software to enable efficient data gathering and analysis.

Knowledge of Microsoft Office Suite. Experience with Seasoft software a plus. Ability to research, compile, analyze and interpret data as well as good verbal communication and collaborative skills. PROFICIENCY IN EXCEL IS A MUST ON AN ADVANCED LEVEL.

## **2. Telemarketing Professionals #4158400**

Part-time shifts are available. Team members are required to work every other Saturday. DUTIES: Contact homeowners by phone to schedule appointments for home improvement estimates. Training provided. Good extra income for retirees and college students. Salary plus commission.

## **3. Cashier – Buttonwood Zoo #4158403**

Under supervision, collects payments for entrance fees, gift purchases and/or food purchases. SUPERVISION RECEIVED: Works under the supervision of the Senior Account Clerk. RESPONSIBILITIES: Receives and disburses funds from customers and employees, and records monetary transactions. Issues change and cashes checks. SPECIAL REQUIREMENTS: High school diploma or GED equivalent. Must be bondable. Mandatory Criminal Offender Record Information (CORI) check. Must be available to work on weekends. The City of New Bedford has a Residency Requirement.

## **4. Collections Representative #4158424**

Evening and weekend hours required. Job Duties: Responsible for the collection of overdrawn deposit accounts via telephone contact with customers. Resolve customer issues with regard to their outstanding negative balance. Negotiate repayment terms with customers. Provide consistent quality customer service to internal and external customers that meet or exceeds standards. Advise customers of their responsibilities under terms of contract. Use skip tracing techniques to locate and contact customers. Performs job requirement/responsibilities in compliance with applicable laws and regulations.

## **5. Farm Production Assistant #4166971**

Sharing the Harvest Community Farm is looking to hire a hardworking, self-motivated individual to perform fieldwork duties at our non-profit farm at the Dartmouth YMCA. Individual must be hardworking and willing to work in all types of weather conditions for long hours. Furthermore, the individual will work alongside our summer camp staff to

educate and engage summer campers about our unique farm during a 10-week summer camp program. Previous farm and camp experience required. Position is Part-Time Seasonal.

## **6. Home Health Aides – #4166930**

We are currently looking for compassionate, enthusiastic and reliable individuals who desire to provide non-medical care in the home setting for elders and disabled individuals. We offer competitive pay and a personally rewarding work environment where you can truly feel good about what you are doing. We have job opportunities for the following: Home Health Aides: All hours are needed especially early morning hours and weekends! No certification required. MUST have reliable transportation, valid driver's license.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of May 29th, 2014:

### **1. Operating Engineer – PJ Keating Co (Acushnet, MA)**

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

### **2. Teller – Citizens Bank (New Bedford, MA)**

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

### **3. Assistant Restaurant Manager – Papa Gino's/D'angelo (New Bedford)**

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

### **4. Maintenance Mechanic – Microtech Staffing Group (New Bedford)**

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

### **5. Shellfish Biologist -Commonwealth of Massachusetts**

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

### **6. Retail Service Associate – VF Outlet (North Dartmouth)**

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

## **7. Loss Prevention Detective – TJ Maxx (North Dartmouth)**

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

## **8. Store Manager- GameStop (North Dartmouth)**

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

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

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# **HELP WANTED: New Bedford Parking Supervisor**

TITLE: PARKING SUPERVISOR

LEVEL: GRADE 4 \$12.21hr – \$17.14hr

DEPARTMENT: TRAFFIC COMMISSION

FUNCTION: Enforces parking regulations and restrictions.

SUPERVISION RECEIVED: Works under the supervision of the Executive Secretary of the Traffic Commission.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: 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.

**MINIMUM QUALIFICATIONS:** 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.

**TOOLS AND EQUIPMENT USED:** Radio, meters, chalk-wand, electronic ticket machine and printer, ticket violations booklet, automobile.

**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 tasks.

Work is performed mostly outside. Hand/eye coordination is necessary to operate electronic equipment and various other pieces of equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; stand; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; and bend over from a standing position. The employee is required to stand and walk on a daily basis.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those that an employee encounters while performing 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 almost always works in outside weather conditions. The employee is sometimes exposed to cold, wet, and/or humid conditions or airborne particles, thus requiring the proper dress attire. The noise level is moderate to loud in the field.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview; reference check; and 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 the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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

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# HELP WANTED: New Bedford Police Cadet

TITLE: POLICE CADET

LEVEL: \$10.00/HR

FUNCTION: Works in the Police Station assisting Police Officers with administrative duties.

RESPONSIBILITIES: Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes. Similar duties of an administrative rather than enforcement nature. Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

Possession of a valid Massachusetts driver's license and good driving record. Must be willing to work nights, weekends and holidays.

AGE REQUIREMENT: The age requirement is regulated by Massachusetts General Laws, Chapter 147, Section 21A. Applicants must be between seventeen and twenty-three years of age to apply but will not be eligible for hire until age eighteen. Employment will terminate on the Cadet's 25th birthday.

EDUCATION: High school graduate or possession of an Equivalency Certificate issued by the Massachusetts Department of Education.

RESIDENCY: The City of New Bedford has a residency requirement. Must be a New Bedford resident one year prior to the date of hire.

SUPERVISION RECEIVED: Works under the supervision of the



Commanding Officer.

SUPERVISION EXERCISED: None.

TOOLS AND EQUIPMENT USED: Computer, fax machine, copy machine, typewriter, calculator.

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.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

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 must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities. While performing the duties of this job the employee usually works in an office setting.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview; reference check; and 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

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Apply here: <http://newbedford-ma.gov/Personnel/employ.html>

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# The South Coast Hot Jobs List – 21 May 2014



by  
Michael  
Silvia

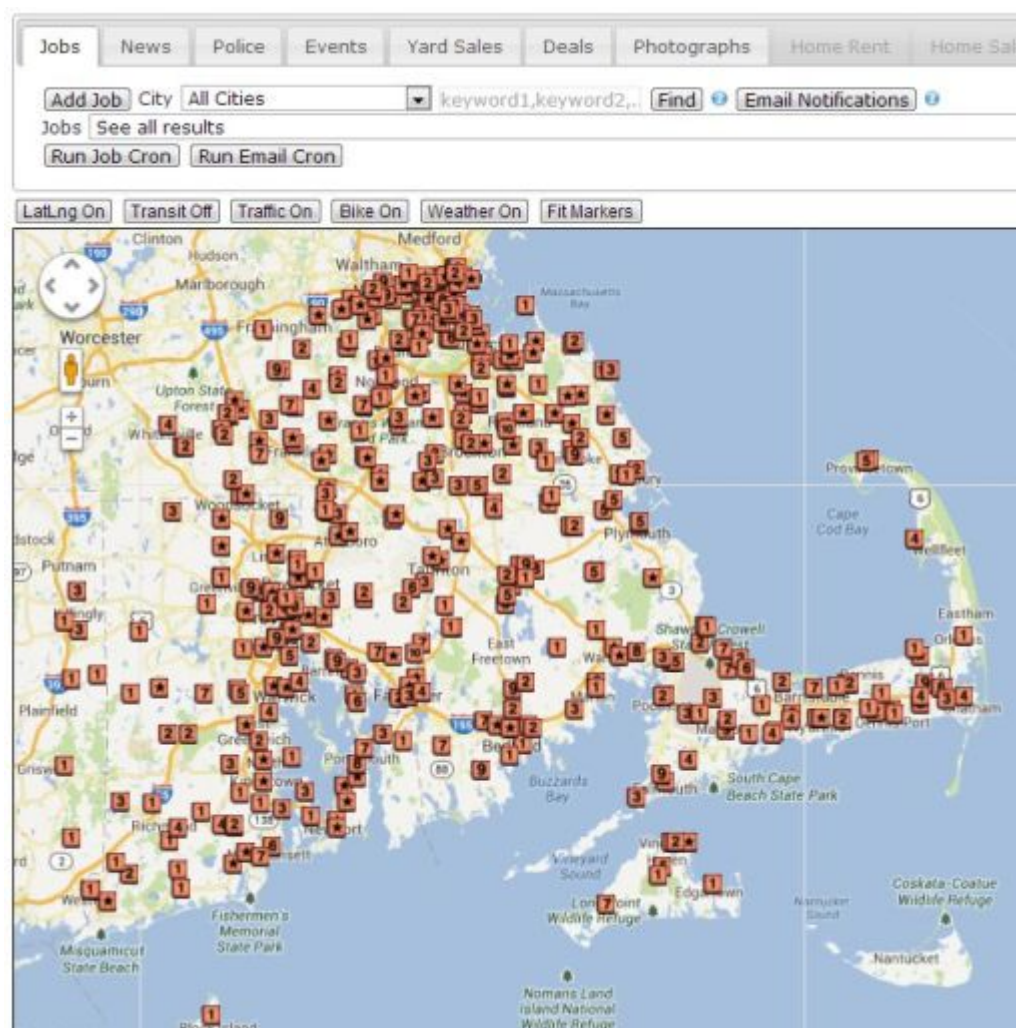
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Here are the Hot Jobs from the Greater New Bedford Career Center as of May 21st, 2014:

### **1. Maintenance (Part Time) #4119668**

Hours are flexible between 8:30am to 4:00pm. Atria Fairhaven is a premier senior living community, which offers a great work environment, significant employee rewards and professional growth. We are always looking for top talent to join us in helping older people have a better life ~ we look

forward to talking to you soon! Responsible for executing maintenance requests by diagnosing problems and making repairs in order to maintain the physical condition and appearance of the community according to operating and safety standards; ensure that service requests and repairs are made in a timely manner.

## **2. Restaurant Staff #4123739**

Full & Part Time Positions available for a new restaurant opening in June of 2014. This restaurant is located right on New Bedford's beautiful waterfront. The Restaurant will have indoor and outside dining. If you have great customer service skills, willing to work and experience in the restaurant industry, please apply. The following positions are available: Prep Cooks, Line Cooks, Dishwashers, Bartenders, Bar Backs, Wait Staff, Servers, Hostesses, and Food Runners/Bussers.

## **3. Garage Door Mechanic #4114670**

Looking to fill position(s): EXPERIENCED in residential and/or commercial-repairs and installs of doors and motor units. Great opportunity to work for small family-owned company. Guaranteed year-round 40hr work week, overtime as needed. Monday-Friday ONLY (weekends off). Must have knowledge/experience, have strong work ethics, basic tools to work with, clean driving record and MUST pass drug screening. This is NOT a sub-contractor position.

## **4. Teachers #4114545**

Looking for EEC certified teachers. Spanish speaking helpful.

## **5. Landscaper Helper #4128663**

Landscaper Helpers needed ASAP. Some experience helpful. Bilingual are encouraged to apply.

## **6. City Clerk #41399226**

The New Bedford City Council seeks qualified applicants for the position of City Clerk to fill the vacancy created by the

retiring City Clerk. The City Clerk shall have such powers and perform such duties as the City Council may prescribe in addition to such duties as may be prescribed by law. The City Clerk shall be the Clerk of the City Council, and shall keep the records of the meetings of the Council.

#### **7. Executive Director #4128763**

EEC Director II Certification. BA in Early Childhood or related field. Requirements include: Administrative, Supervisory & Communication skills, Knowledge of NAEYC & QRIS Standards and Experience in Curriculum Development .

#### **8. Receptionist #4139245**

Our line of nationally-acclaimed products is continually growing. We are looking to hire a receptionist/telemarketing position in New Bedford area. This position demands a responsible, enthusiastic, self-starter with a strong communication skills, especially over the phone. Successful candidates are eager to experience more in the culinary and marketing fields; must be able and willing to grow and learn with the company.

#### **9. Engineer/Maintenance #4139268**

Three 8 hour days. Must have driver's license, high school graduate. You will be required to do some light painting, mild cleaning, light plumbing and light electrical.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of May 21st, 2014:

#### **1. Forklift/Power Truck Operator – ABLE Associates (Freetown)**

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

#### **2. Managerial and Sales Positons – Lids (North Dartmouth)**

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

#### **3. Floor Manager – Waterfront Grille**

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

#### **4. Sales Associate – Petco (Dartmouth)**

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

#### **5. Retail Store Management Intern – CVS Caremark (New Bedford)**

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

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

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## **HELP WANTED: Buttonwood Park Zoo Cashier**

**POSITION:** CASHIER (19 hours per week)

**LEVEL:** GRADE 4 \$12.21hr

**DEPARTMENT:** ZOO

**FUNCTION:** Under supervision, collects payments for entrance fees, gift purchases and/or food purchases.

**SUPERVISION RECEIVED:** Works under the supervision of the Senior Account Clerk.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and disburses funds from customers and employees, and records monetary transactions. Issues change and cashes checks. Counts money to verify amounts and

issues receipts for funds received. Completes credit card charge transactions for customers.

Compares totals on cash register with amount of currency in register to verify balances. Posts data to accounts, and balances receipts and disbursements.

Operates office machines, such as calculator, bookkeeping and check-writing machines.

**SPECIAL REQUIREMENTS:** High school diploma or GED equivalent. Must be bondable. Mandatory Criminal Offender Record Information (CORI) check. Must be available to work on weekends.

**TOOLS AND EQUIPMENT:** Cash register, computer, typewriter, telephone, copy and fax machines.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Normal office environment, not subject to extremes in temperature, odors, etc. Intermittent standing to assist customers or other staff members. Frequent interruptions to assist customers in the office or on the phone.

The noise level is what is expected when large groups of children are present.

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. May spend extended periods at terminal, on telephone, or operating other office machines, requiring

eye-hand coordination and finger dexterity.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

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Apply here: <http://newbedford-ma.gov/Personnel/employ.html>.

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## **HELP WANTED: City Clerk (New Bedford City Council)**

TITLE: CITY CLERK

LEVEL: M-12 \$64,765 – \$79,000

DEPARTMENT: CITY CLERK

The New Bedford City Council seeks qualified applicants for the position of City Clerk to fill the vacancy created by the retiring City Clerk.



**FUNCTION:** The City Clerk shall have such powers and perform such duties as the City Council may prescribe in addition to such duties as may be prescribed by law. The City Clerk shall be the Clerk of the City Council, and shall keep the records of the meetings of the Council.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Council.

**SUPERVISION EXERCISED:** Exercises supervision over clerical and other staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government; manages and supervises assigned operations; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains and records vital statistics, legal records and official municipal meeting records; issues licenses; birth, death and marriage certificates; dog, hunting and fishing licenses. Collects fees for above; receives claims; administers oaths; receives and certifies documents.

Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records; prepares department budget and maintains records of expenditures and receipts; provides professional advice to supervisors; may make presentations to supervisors, boards, commissions, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors

revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures; maintains harmony among workers; performs or assists subordinates in performing duties; adjusts errors and complaints.

Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings; prepares the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares and distributes agendas, materials, minutes and records of meetings; files ordinances and resolutions of the Council, and oversees the codification of ordinances into the municipal code; prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administers oath of office to public officials; provides public records and information to citizens, civic groups, the media and other agencies as requested; types Council Members' correspondence; assists in the preparation of ordinances and resolutions as directed.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

**BASIC KNOWLEDGE AND EXPERIENCE:**

Duties require knowledge of Federal, State and local laws, bylaws and regulations, recordkeeping and automated systems, budgeting and management equivalent to four years of college in public or business administration; working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.

Position requires five years of experience in management and supervision, preferably in a public sector function; as public official, responsibilities are subject to Federal, State and local laws, regulations and bylaws and to financial authorization of the City

**SPECIAL REQUIREMENTS:** Must be bondable; valid Massachusetts driver's license or ability to obtain one; notary public certification within six months of appointment. Subject to CORI background check.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment, not subject to extremes in temperatures, noise, odors, etc. May require periods spent in non-office environments; regular interruptions to assist citizens; spends extended periods at terminal, on telephone or operating other office machines, requiring eye-hand

coordination and finger dexterity; regular lifting and carrying of files, documents, records, etc. Some travel by automobile to meetings and sites may be necessary.

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.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications should be sent to Council President Joseph Lopes c/o Personnel Dept., City Hall, 133 William Street, Room 212, New Bedford, MA 02740.

New Bedford has a residency requirement. EEO/ADA

Applications will be accepted until May 30, 2014, at 4:00 p.m.

Apply: <http://newbedford-ma.gov/Personnel/employ.html>

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## HELP WANTED: PACE YouthBuild

# New Bedford

## **PURPOSE AND SCOPE**

This is a full-time minimum 40 hour per week service position as an AmeriCorps member of PACE YouthBuild New Bedford. Community Partnership and Volunteer Coordination AmeriCorps Members are responsible for developing and strengthening community partnerships for their YouthBuild program, including identifying partnerships for potential service projects and service learning initiatives. This member will also provide service implementing the program's volunteer program, enabling the program to better serve low-income young people and community residents. This includes developing appropriate materials, recruiting and managing volunteers, and training the site's staff as appropriate so that the site can sustain the program after the member's term of service is completed.

## **DUTIES**

1. Identify community service and service learning opportunities for members to participate in during afternoons, evenings, and weekends.
2. Transporting member to service sites, service-learning opportunities, and after hour hours programing.
3. Develop service-learning projects for YouthBuild New Bedford members.
4. Assess the community and YouthBuild program's need for the proposed volunteer program or strategize improvements for the existing program.
5. Develop a written program plan, to include specific measurable objectives for the program, how the program will be implemented and evaluated, and the timeline for implementation.
6. Develop program materials such as a policy and procedure manual; volunteer position descriptions; promotional fliers or brochures; and screening, training, and

evaluation tools.

7. Recruit volunteers. Outreach methods include: extensive networking; presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
8. Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
9. Develop and facilitate orientation and training for volunteers.
10. Supervise non-AmeriCorps volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
11. Maintain accurate records of volunteer participation.
12. Evaluate progress made in achieving the program's goals.
13. Develop community partnerships to support the volunteer or service-learning program.
14. Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
15. Participate in PACE YouthBuild New Bedford YouthBuild USA, and AmeriCorps training, service projects, and other activities.
16. Plan an annual National Youth Service Day event for YouthBuild AmeriCorps members in April.

### **MINIMUM QUALIFICATIONS**

Must be at least 21 years of age, have college credit/graduate, and be a US Citizen, US National, or lawful permanent resident of the US.

### **SKILLS AND ABILITIES REQUIRED**

1. Skilled at taking initiative, problem solving, and working independently to be able to develop and implement program volunteer program.
2. Skilled at building interpersonal relationships, to work effectively as part of a team, and to manage volunteers.
3. Strong verbal skills, to effective communication with

- staff, volunteers, and community groups.
4. Skilled at written communication, to develop program materials and reports.
  5. Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
  6. Committed to the concept of national service and to making a difference in the community.
  7. Basic computer literacy, to be able to produce program materials and track volunteer hours.
  8. Able to react to change productively and to handle other tasks as assigned.
  9. Valid drivers license and ability to drive passenger van a must.

### **BENEFITS**

Upon successful completion of 1700 hours of community service, members receive an education award of \$5550. Community Partnership AmeriCorps members will also receive a living stipend of paid out per week over the term of service, and health insurance if they are not already covered. Members may also qualify for child card allowance. Other benefits include student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

Interested applicants can apply by email cover letter and resume to **Erik.YouthBuildNB@gmail.com**.

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# The South Coast Hot Jobs List

## – 16 May 2014



by  
Michael  
Silvia

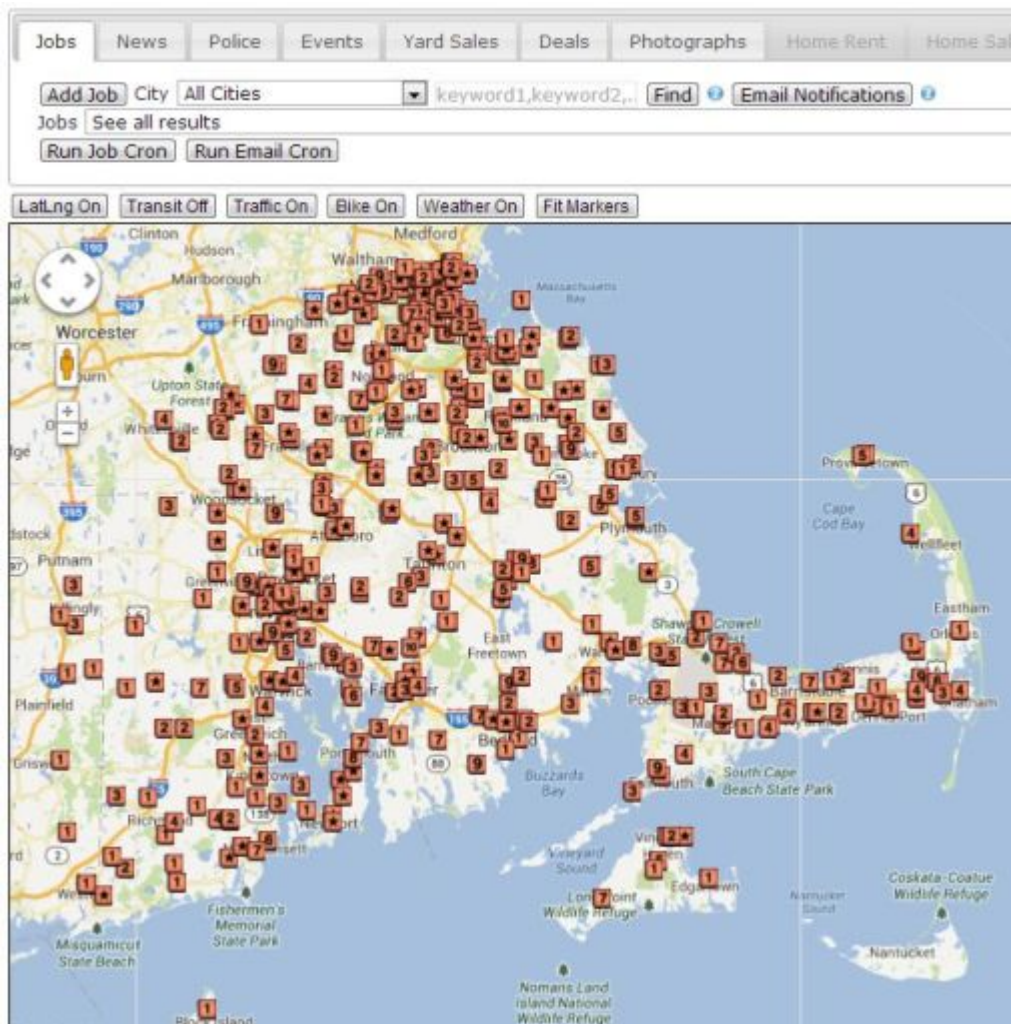
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Here are the Hot Jobs from the Greater New Bedford Career Center as of May 16th, 2014:

### 1. Driver #4099453

Driver with mechanical and/or sales background needed. CDL not required. Commission based salary determined by revenue. Full and part-time positions; all shifts available. Must be able to obtain DOT card. Subject to background and CORI check.

### 2. Admininstrator #4096562

Looking for full time office administrator with computer skills. Proficient in MS office. Quickbooks a plus. Duties include, A/P, A/R, and payroll. Dispatching experience welcomed.

### 3. Librarian II (Head of Branch Services) #4099585

FUNCTION: Plans and administers the activities of a branch library according to New Bedford Free Public Library policies

and procedures. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Directs and supervises the activities and operation of a branch library, which includes branch routines and building maintenance in the system of a main library, four branch libraries, and bookmobile. The main library is a regional reference center.

#### **4. Emergency Telecommunications Dispatcher #4099573**

**RESPONSIBILITIES:** Receive and process calls for assistance from various sources. Establish effective communication with the person(s) requesting assistance using the appropriate hardware identifying the information necessary for dispatching an effective emergency response. Performs the duties of Emergency Telecommunications Dispatcher and its related work as assigned by the Chief.

#### **5. Kitchen Worker #4099556**

Various duties in sausage processing kitchen. Grind meat, work on sausage table (sorting and hanging), clean up at end of day. Must be able to occasionally lift 60 lb boxes, follow directions and work at a steady pace. Entry level position. Prefer someone with food industry background but will train. Must be fluent in English.

#### **6. Merchandise Control Manager #4110333**

Primary job responsibilities and duties include but are not limited to: Act as a responsible and innovative catalyst for change. Role model and reinforces corporate values on a consistent and constant basis. Acts with the highest level of integrity and honesty at all times and when in conflict, hold the customer's interests above all others.

#### **7. Painters & Power Washers #4110430**

Experienced painter and power washer. Interior and exterior, commercial and residential properties. Must have transportation and painters bag of tools. If you have some experience in exterior or interior painter and are loyal and hardworking, this company will work with you. Company has been

in business since 1985.

Spanish speaking encouraged to apply.

## **8. Career Advisors #4096595**

New Directions Southcoast, lead operator of the Greater New Bedford Career Center is seeking two skilled full-time Career Advisors to provide career counseling, intensive job search assistance and training/re-training assistance to unemployed and under-employed job seekers eligible under the Workforce Investment Act (WIA). Candidates must be able to provide positive, outstanding customer service.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of May 16th, 2014:

### **1. Garage Foreman – South Coast Transit (New Bedford)**

Full details and application process **here**.

### **2. 3rd shift Machine Operator – ABLE Associates (New Bedford)**

Full details and application process **here**.

### **3. Order Selector – Reinhart FoodService (New Bedford)**

Full details and application process **here**.

### **4. Cashier – Petco (Dartmouth)**

Full details and application process **here**.

### **5. Cook – Friendly's (Fairhaven)**

Full details and application process **here**.

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

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# **HELP      WANTED:      Part-time Emergency Dispatcher (town of Rochester)**

The town of Rochester Communications Center has 2 openings for a Part-Time Emergency Dispatcher. Preference will be given to those who have previous experience in public safety communications, related certifications as well as those that are an experienced MA certified EMT . Computer, verbal, and written skills as well as the ability to multi-task are required.

This is a non-benefited fill in position. The Communications Center hours of operation are 24 hours a day 365 days a year; flexible and short notice availability is a must. Applicants must be able to work ALL shifts, including days, evenings, overnights, weekends, and holidays on an as needed basis. Applicants must be available to work 7a-3p, 3p-11p & 11p-7a weekend shifts on a rotating basis. Starting pay is \$16.07.

You may obtain an application at the Rochester Communications Center at 29 Dexter Ln, Rochester. Submit Applications and resumes to Tracy Eldridge at Communications Center no later than May 27, 2014.

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# New Bedford Spring Career Fair 2014



The New Bedford Career Center is hosting their Spring Career Fair on Tuesday, May 20th from 9 a.m. – 12 p.m. Veterans have preference from 9-9:30 a.m. The New Bedford Career Center is located at 618 Acushnet Ave in New Bedford.

# **THE EMPLOYERS**

## **BRISTOL COUNTY SHERIFF'S OFFICE**

- ♦ CORRECTION OFFICERS

## **EJ'S DELI; FAMILY STYLE BAR & GRILL**

- ♦ ALL RESTAURANT PERSONNEL

## **FEDEx**

- ♦ DRIVERS

## **NEW DIRECTIONS SOUTHCOAST**

- ♦ CAREER ADVISORS

## **NORTHERN WIND SEAFOOD**

- ♦ MAINTENANCE & WAREHOUSE

## **OPTIMUM LABS**

- ♦ CASE MANAGERS & OFFICE STAFF

## **SID WAINER & SON**

- ♦ DRIVERS & ORDER SELECTORS

## **SOUTHCOAST ENERGY CHALLENGE**

- ♦ OUTREACH & ORGANIZING ASSOCIATES

## **SOUTHCOAST PHYSICIANS GROUP**

- ♦ MEDICAL SECRETARIES & ASSISTANTS

## **SUMMIT RETAIL SALES SOLUTION**

- ♦ SALES & MARKETING REPRESENTATIVES

## **STOP & SHOP DISTRIBUTION CENTER**

- ♦ WAREHOUSE WORKERS / SELECTORS

## **TREMBLAY BUS COMPANY**

- ♦ BUS DRIVERS & MONITORS

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All questions should be directed to 508-990-4000. Here are some tips for preparing for a job fair:

## **BEFORE YOU GO:**

- Know which employers are attending.

See the career fair / job fair list that links to each event web site.

- Do enough research to make "A" & "B" lists of employers to meet.
- Have plenty of copies of your resume ready. You might need to prepare more than one version.
- Be prepared that some employers cannot accept hard copy resumes and will ask you to apply online. This is to comply with federal regulations about the way employers keep data on applicants, and to manage applicant data efficiently.
- Prepare a 20 to 30 second introduction to use with employers
- Prepare questions in advance:

Employers want employees who are proactive, thoughtful, and listen well. Make yourself stand out with smart questions

- Know the dress code. Each fair has its own styles and traditions. Some are business casual; some suggest or require interview attire.

## **AT THE CAREER/JOB FAIR:**

- Watch your manners and mannerisms
- Handshakes are critical. Have a good handshake and make good eye contact
- Be clear and engaging when you speak.
- Don't be misled into thinking of the fair as a social event
- Carry a simple padfolio to keep your resumes organized and ready
- Have an open mind