



GOODWILL- EASTER SEALS

MINNESOTA

JOB POSTINGS SUMMARY for August 13, 2010

The mission of Goodwill/Easter Seals is to assist people with barriers to education, employment and independence in achieving their goals. We seek employees who want to make a difference and help others succeed through the power of work. As a full-service vocational and employment organization and a thrift retailer, we offer many career opportunities for people from diverse backgrounds.

Our commitment to quality programs and services is tied directly to the quality of our staff.

FACILITIES

Lead Asset Protection Specialist - RE-POSTED

HUMAN RESOURCES

Human Resources Assistant

Human Resources Manager

MISSION SERVICES

Employment/Support Consultant - St. Cloud

Equipment Loan Quality and Safety Specialist

Mental Health Practitioner -ARMHS - St. Cloud

Mental Health Practitioner -ARMHS - Fairview

RETAIL SERVICES - E-COMMERCE

E-Commerce Associate Manager

E-Commerce Photographer

RETAIL SERVICES - GOODWILL STORES

Boutique Merchandise Specialist - Second Début

Boutique Merchandise Supervisor - Second Début2

Retail General Manager - Unassigned, Woodbury

Assoc. Production & Facilities Manager -
Maple Grove, Minnetonka

Assoc. Merchandise Manager - Minnetonka, Roseville,
Shakopee

Office Support Specialist - Hastings, Minnetonka

Customer Service Supervisor - Hopkins, Maplewood

Donation Supervisor - Shakopee

Cashier - Fairview, Hastings, Maplewood, Rochester,
Roseville, Shakopee, Stillwater, West St. Paul

Donation Center Attendant - Fairview, Hastings,
Hopkins, Rochester, Roseville, Shakopee

Janitorial Specialist - Elk River

Processor - Coon Rapids, Elk River, Maple Grove,
Rochester, Roseville

Sales Associate - Bloomington, Rochester, Shakopee

Please apply online (preferred) or submit resume to Human Resources.

GOODWILL/EASTER SEALS
www.goodwilleasterseals.org
553 Fairview Ave. N
St. Paul, MN 55104

GOODWILL/EASTER SEALS VALUES A DIVERSE WORK ENVIRONMENT.
Equal Opportunity/Affirmative Action Employer



RETAIL STORE LOCATIONS

<p>Apple Valley 7320 153rd Street Apple Valley, MN 55124 (952) 953-4410 General Manager: Julie Wakulenko</p>	<p>Bloomington 7845 Lyndale Avenue S Bloomington, MN 55420 (952) 881-2468 General Manager: Deb Allen</p>	<p>Coon Rapids 11000 Crooked Lake Blvd NW Coon Rapids, MN 55433 (763) 712-3468 General Manager: Janelle Porter</p>
<p>Eagan 1247 Northwood Parkway Eagan, MN 55121 (651) 994-7907 General Manager: Jean Richardson</p>	<p>Elk River 19624 Holt Street NW Elk River, MN 55330 (763) 241-2038 General Mgr: Nancy Henthorne</p>	<p>Fairview Avenue 553 Fairview Avenue N St. Paul, MN 55104 (651) 379-5808 General Manager: Jill Carmody</p>
<p>Goodwill Outlet 2505 University Avenue W St. Paul, MN 55114 (651) 603-1544 General Manager: Julie Wagner</p>	<p>Hastings 1355 S. Frontage Rd. Hastings, MN 55033 (651) 437-1223 General Manager: Jayson Helenske</p>	<p>Hopkins 1025 Hill Street Hopkins, MN 55343 (952) 935-2760 General Manager: Colin Schultz</p>
<p>COMING in August! Hudson, Wisconsin</p>	<p>Maple Grove 9530 Dunkirk Lane N Maple Grove, MN 55311 (763) 420-8013 General Manager: Marcia Muhich</p>	<p>Maplewood 2250 White Bear Avenue Maplewood, MN 55109 (651) 770-2401 General Manager: Debra French</p>
<p>Rochester 239 28th St. SE Rochester, MN 55904 (507) 281-9651 General Manager: Jim Churchill</p>	<p>Roseville 1627 W Co. Road B Roseville, MN 55113 (651) 634-3609 General Manager: Chris Jones</p>	<p>St. Cloud 50 S. 2nd Avenue Waite Park, MN 56387 (320) 654-9012 General Manager: Kim Clubb</p>
<p>Second Début 4300 W 36½ Street St. Louis Park, MN 55416 (952) 922-9640 General Manager: Kathy Cahlander</p>	<p>NOW OPEN! Second Début2 1825 University Ave. St. Paul, MN 55104 Boutique Manager: Amy Lewis</p>	<p>Shakopee 1210 Shakopee Town Square Shakopee, MN 55379 (952) 233-8897 General Manager: Emily Bollensen</p>
<p>Stillwater 5899 Nova Scotia Ave. N. Oak Park Heights, MN 55082 (651) 439-4207 General Manager: Terry Wehking</p>	<p>West St. Paul 1361 S Robert Street West St. Paul, MN 55118 (651) 451-2014 General Manager: Bill Droeger</p>	<p>Willmar 2424 1st Street S Willmar, MN 56201 (320) 214-9239 General Manager: Krista Willis</p>
<p>Woodbury 10450 Hudson Road Woodbury, MN 55129 (651) 731-7942 General Manager: Karen Saaf</p>		

JOB POSTINGS for August 13, 2010

Please apply online (preferred) or submit a resume to Human Resources.

GOODWILL/EASTER SEALS
www.goodwilleasterseals.org
553 Fairview Ave. N
St. Paul, MN 55104

FACILITIES

LEAD ASSET PROTECTION SPECIALIST, Non-exempt, Full-time

RE-POSTED

Roles/Responsibilities: Train and lead Asset Protection team and provide asset protection services as a member of the team. Assure that physical assets and personnel for all areas of the organization are properly safeguarded. Provide information to Asset Protection/Security Specialist and/or contract security staff at the St. Paul Fairview site. **Minimum Requirements:** Associates Degree or five years experience in related field plus a minimum of five years loss prevention/asset protection experience in a retail setting and formal training in the use of force and restraint techniques. Must have loss prevention/investigative skills, demonstrated ability to respond calmly and effectively in emergency situations, and the ability to interact well with a very diverse population in a human services setting. Also requires strong conflict resolution and supervisory/management skills; ability to handle sensitive and confidential information appropriately; ability to produce clear, concise, confidential written reports for all incidents; and strong people management and coaching skills. Competent with various applications (Word, Excel, Outlook) and ability to read, write and speak English sufficiently for effective communication; multilingual skills a plus. Work schedule to include days, nights, holidays and weekends.

HUMAN RESOURCES

HUMAN RESOURCES ASSISTANT, Non-exempt, Full-time

NEW POSTING

Roles/Responsibilities: This position provides consistent administrative/clerical support of processes and practices within the Human Resources Department and helps facilitate the successful implementation of Human Resources' goals and organization goals in the areas of employee and applicant records, record maintenance, recruitment administration, employee training and development, and internal customer service. The position also provides primary daily backup support for the front desk receptionist. Administrative support duties include heavy filing, data entry, copying/scanning, scheduling meetings, processing mailings, maintaining personnel files, processing employee forms, and assisting the HR staff with projects. **Minimum Requirements:** One year of clerical or administrative assistant experience, preferably in a human resources department or human services environment. Computer experience, including advanced knowledge of Microsoft Word, Excel and Outlook and using the Internet. Must have very strong attention to detail, good oral and written communication skills, the proven ability to maintain high levels of confidentiality, and a history of dependability and reliability. Prior experience in a front desk/receptionist position in a diverse environment and some college or technical school training with an administrative support certificate is preferred.

HUMAN RESOURCES MANAGER, Exempt, Full-time

Roles/Responsibilities: The Human Resources Manager partners with internal business partners to facilitate the successful implementation of Human Resources and organizational goals, policies and practices. This position is responsible for providing managers and key stakeholders with guidance on employee relations issues, recruitment processes, managing the HRIS system and employee benefit plans while ensuring compliance with CARF, affirmative action, and all labor law standards and requirements. This position also provides direct staff supervision and development, provides oversight of fiscal management, benchmarks and other reports. **Minimum Requirements:** BA/BS in Human Resources, Business or related field. Advanced degree/training in HR, OD or Business or SPHR/PHR certification preferred. Must have 5-8 years of HR experience and a minimum of 3 years management and staff supervision experience in a retail or non-profit setting. Must have knowledge of HR policies/procedures/practices and be up to date on current/changing labor laws. Seeking excellent communication skills, ability to problem-solve, deescalate, troubleshoot, multitask, prioritize and maintain high confidentiality. Must demonstrate computer, internet and HRIS database proficiency, with the ability to develop and analyze reports. Experience using ADP (HRB/Pay eXpert) is a plus. Previous experience working directly with employees in a multi-cultural environment and building cultural competencies and inclusion within the organization is essential. A valid driver's license is required.

MISSION SERVICES

EMPLOYMENT/SUPPORT CONSULTANT - St. Cloud, Exempt, Full-time

RE-POSTED

Roles/Responsibilities: This position is responsible for providing job development, job placement and retention services that result in employment for individuals with disabilities and other barriers to employment. Additional activities include facilitating employment readiness and monitoring the participants' progress in community employment settings. This position coordinates all aspects of support services and communicates activities to all team members in a manner that creates seamless services. **Minimum Requirements:** BA/BS degree in social services, human services **OR** related field and one year of experience **OR** AA/AS degree in related human services field and two years of relevant experience **OR** 5 years of relevant experience in placement/job development. Previous experience working with individuals with mental illness, substance abuse, and/or traumatic brain injury preferred. Valid driver's license required.

EQUIPMENT LOAN QUALITY AND SAFETY SPECIALIST, Exempt, Full-Time

Roles/Responsibilities: The Equipment Loan Quality and Safety Specialist is responsible for promoting the mission of Goodwill/Easter Seals Minnesota (G/ESM) by promoting quality, safety and standardized services for all Equipment Loan sites. Duties include direct service coordination and providing leadership for quality and safety standards for all sites; position will work directly with Workforce Development Managers and Equipment Loan Coordinators at all sites. Responsibilities include case reporting/recording in a manner that will meet and/or exceed all standards established by CARF, the Rehabilitation Accreditation Commission, HIPAA, the State of Minnesota, and G/ESM. This position will function within internal and external teams to deliver seamless services to participants and ensure that positive relationships are maintained resulting in optimum independence outcomes for participants. **Minimum Requirements:** High school diploma or GED and 3 years experience maintaining and repairing durable mechanical equipment and excellent customer service skills. Must demonstrate the ability to deal tactfully and sensitively with people, an interest in serving persons with disabilities, and knowledge of data privacy requirements. Must be able to multitask, meet deadlines and achieve required outcomes, work in a team environment, stay organized and flexible and make decisions independently. Knowledge of types and functions of durable mechanical equipment is preferred. Must be proficient in Microsoft Office Suite software, able to lift 50 pounds (from floor to a bench 34-40" high), and able to bend/lift/twist/stand for 60-80% of the day. Valid drivers' license, good driving record, and proof of insurance are required.

MENTAL HEALTH PRACTITIONER (ARMHS) - St. Cloud, Exempt, Full-time

Roles/Responsibilities: This position promotes the mission of Goodwill/Easter Seals by providing assistance to ARMHS participants in reaching objective goals. Responsibilities include complete and accurate reporting, functioning within internal and external teams, and delivering seamless services to participants. This position will ensure that positive relationships are maintained resulting in the optimum goal achievement as set by participants. **Minimum Requirements:** BA/BS degree in vocational rehabilitation, social work or related human services field and one year of relevant experience **OR** AA/AS degree in related human services field and two years of relevant experience **OR** five years of relevant experience. Good verbal and written communication skills, knowledge of data privacy requirements, ability to work successfully in a team and adapt to change, knowledge of disadvantaged and disability populations and funding systems, ability to accurately enter data into computer-based systems. A valid driver's license, proof of insurance and good driving record is required.

MENTAL HEALTH PRACTITIONER (ARMHS) - Fairview, Exempt, Full-time

Roles/Responsibilities: This position promotes the mission of Goodwill/Easter Seals by providing assistance to ARMHS participants in reaching objective goals. Responsibilities include complete and accurate reporting, functioning within internal and external teams, and delivering seamless services to participants. This position will ensure that positive relationships are maintained resulting in the optimum goal achievement as set by participants. **Minimum Requirements:** BA/BS degree in vocational rehabilitation, social work or related human services field and one year of relevant experience **OR** AA/AS degree in related human services field and two years of relevant experience **OR** five years of relevant experience. Good verbal and written communication skills, knowledge of data privacy requirements, ability to work successfully in a team and adapt to change, knowledge of disadvantaged and disability populations and funding systems, ability to accurately enter data into computer-based systems. A valid driver's license, proof of insurance and good driving record is required.

RETAIL SERVICES - E-COMMERCE

E-COMMERCE ASSOCIATE MANAGER, Non-Exempt, Full-time

Roles/Responsibilities: This position is responsible for managing Ecommerce processes to ensure maximum efficient Lean production while meeting quantity and quality standards. Performs as a working supervisor giving direction to workers while doing the same duties. Oversees the collection, marketing, sales, and delivery of donated books through the Internet, Fairview retail store, and Book Fairs while providing excellent customer service. Oversees the production of selling of product to be sold on shopgoodwill, eBay, and other Internet sites. **Minimum Requirements:** Associate of Arts or Science Degree in related field or equivalent and five years of secondary management experience in a production or retail environment. Experience with safety initiatives and safe work practices. Preferred qualifications include knowledge/expertise in working with persons with disadvantages and/or disabilities and barriers to employment. Must be able to stand/twist/bend/reach for two-hour periods of time and be able to lift 35 pounds without assistance.

E-COMMERCE PHOTOGRAPHER, \$8.00/hr, Non-exempt, Part-time (20 hrs/wk)

Roles/Responsibilities: This position is responsible for creating and preparing photographic images to display product for sale on shopgoodwill.com, eBay or other Internet sales sites. **Minimum Requirements:** High school diploma or GED and six months of photography experience, good organizational skills, creative artistic aptitude and strong attention to detail. Proficient with Microsoft Word, Outlook, Excel and the Internet. Online selling experience is preferred. Able to stand/twist/bend/reach for 6-8 hour periods of time and lift 35 pounds without assistance. Work schedule may include days, nights, weekends and some holidays.

RETAIL SERVICES - GOODWILL STORES

BOUTIQUE MERCHANDISE SPECIALIST - Second Début, \$10.00/hr, Non-exempt, Full-time

Roles and Responsibilities: This position is responsible for selecting quality designer merchandise to meet the production goals in softlines, shoes and accessories for the St. Louis Park Boutique, Second Début. **Minimum Requirements:** High school diploma or GED and minimum of 4 years soft and hardlines merchandising experience in a department store, discount store or specialty store. Also requires designer merchandise knowledge, decision making skills, communication skills and a strong attention to detail. Must be able to stand/twist/bend/reach for two-hour periods of time and be able to lift 35 pounds without assistance. Some travel may be required for product selection between other area store locations. Work schedule includes days, evenings, weekends and holidays.

BOUTIQUE MERCHANDISE SUPERVISOR - Second Début2, \$10.00/hr, Non-exempt, Full-time

Roles and Responsibilities: This position is responsible for overall store merchandise and visual presentation, providing quality customer service to maximize sales and profits for the St. Paul Boutique while supporting the G/ES mission. **Minimum Requirements:** Associate of Arts or Science degree or 5 years supervisory experience in related field and minimum of 3 years supervisory or management experience in a retail environment with a POS system including key holder responsibilities. Also requires soft/hard line and visual merchandising expertise designer merchandise knowledge, excellent organizational skills, and ability to provide excellent customer service. Must be able to stand/twist/bend/reach for two-hour periods of time and be able to lift 35 pounds without assistance. Work schedule includes days, evenings, weekends and holidays.

RETAIL GENERAL MANAGER - Unassigned, Woodbury, Exempt, Full-time

Roles/Responsibilities: Following an initial training period, this position is responsible for maximizing sales and revenue by supervising overall store and production operations within organizational guidelines, providing quality customer service and community relations, and supporting Goodwill/Easter Seals' mission. **Minimum Requirements:** Bachelor's (or) Associate's degree or equivalent in related field and a minimum of 8 years recent experience as a store manager with a discount store, high volume specialty store or primary managerial position in a department store or big box retailer; five-year history of accomplishing budgeted goals (sales/production); and five years of dealing with human resources issues. Preferred qualifications include knowledge/expertise in working with persons with disabilities and/or disadvantages and barriers to employment. Must be able to stand/twist/bend/reach for two-hour periods of time and be able to lift 35 pounds without assistance. Schedule may include days, evenings, weekends and holidays.

Hourly/Non-exempt Store Positions:

Job Title	Wage	Current Open Positions
Assoc. Production & Facilities Manager	\$13.35	Maple Grove, Minnetonka
Assoc. Merchandise Manager	\$13.35	Minnetonka, Roseville, Shakopee
Office Support Specialist	\$13.35	Hastings, Minnetonka
Customer Service Supervisor	\$10.00	Hopkins, Maplewood
Donation Supervisor	\$10.00	Shakopee
Cashier	\$8.00	Fairview, Hastings, Maplewood, Rochester, Roseville, Shakopee, Stillwater, West St. Paul
Donation Center Attendant	\$8.00	Fairview, Hastings, Hopkins, Rochester, Roseville, Shakopee
Janitorial Specialist	\$8.00	Elk River
Processor	\$8.00	Coon Rapids, Elk River, Maple Grove, Rochester, Roseville
Sales Associate	\$8.00	Bloomington, Fairview, Rochester, Shakopee

ASSOCIATE PRODUCTION & FACILITIES MANAGER - \$13.35/hr. Non-exempt. Full-time

Roles/Responsibilities: This position is responsible for managing the processing area to ensure maximum efficient LEAN production while meeting quantity and quality standards and while supporting the Goodwill/Easter Seals mission. Perform as a working supervisor, giving direction to staff while doing the same duties. Additional duties include managing all receiving and transportation issues, actively looking for new ways to improve store productivity, directing staff in cleaning and maintaining the facility, and assuming manager-on-duty responsibilities as needed. **Minimum Requirements:** At least four years of management experience in a production or retail environment, including POS/cash handling experience and experience with safety initiatives and safe work practices, AND an AA/AS degree in related field. Strong people management and coaching skills, and the ability to build a strong team. Ability and desire to provide excellent customer service. Budgeting and cost analysis procedure expertise. Production, processing and grading skills, and the ability to operate material handling equipment. Strong problem solving, decision making and organizational skills. Proficient in various software applications including Microsoft Word, Excel, Outlook and using the Internet. Must be able to stand/twist/bend/reach for four-hour periods of time, lift 35 pounds without assistance, and become certified/authorized to safely operate a pallet jack, forklift and Big Joe. Work schedule varies and may include days, evenings, weekends and holidays.

ASSOCIATE MERCHANDISE MANAGER - \$13.35/hr. Non-exempt. Full-time

Roles/Responsibilities: This position is responsible for maximizing sales and revenues by overseeing the overall merchandising and visual presentation within organizational guidelines, and providing quality customer service while supporting the Goodwill/Easter Seals mission. Duties include demonstrating to customers that we have value-priced products in a friendly, clean, and easy-to-shop environment; modeling excellent customer service on the sales floor; ensuring the store's visual presentation is exciting and promotes sales; and assuming manager-on-duty responsibilities as needed. **Minimum Requirements:** At least four years of secondary management experience in a retail environment with a POS system AND an AA/AS degree in related field. Soft and hard line merchandising experience. Strong people management and coaching skills, and the ability to build a strong team. Ability and desire to provide excellent customer service. Budgeting and cost analysis procedure expertise. Strong problem solving, decision making and organizational skills. Proficient in various software applications including Microsoft Word, Excel, Outlook and using the Internet. Must be able to stand/twist/bend/reach for four-hour periods of time, lift 35 pounds without assistance. Work schedule varies and may include days, evenings, weekends and holidays.

OFFICE SUPPORT SPECIALIST - \$13.35/hr, Non-exempt, Part-time (8:00 a.m. -1:00 p.m., Mon-Fri)

Roles/Responsibilities: This position is responsible for executing store operations paperwork and distributing it to appropriate persons/departments in a timely manner. Duties include managing, tracking and submitting all required HR forms; completing, managing and auditing all forms relating to daily operations; maintaining all files and manuals; corresponding regularly with corporate partners; controlling and maintaining the office and supply area, including ordering from approved vendors; reporting to and working closely with the Goodwill store general managers. **Minimum Requirements:** BA/BS degree in business, retail or administration OR AA/AS degree which includes writing and computer classes plus three years of administrative assistant experience. A minimum of two years of corporate administrative experience is required. Excellent organizational and administrative skills, with the ability to prioritize; experience handling sensitive and confidential information in an appropriate manner. Work schedule is Monday-Friday, 8 a.m. to 1 p.m. This position works on site at the retail store.

CUSTOMER SERVICE SUPERVISOR - \$10.00/hr, Non-exempt, Full-time

Roles/Responsibilities: This position is responsible for ensuring superb customer service to donors and customers. Additional duties include sharing the mission message with customers, communicating sales promotions/events to customers to maximize sales, ensuring customer concerns and complaints are handled to the customer's satisfaction, and assuming manager-on-duty responsibilities as needed. Perform as a working supervisor, giving direction to workers while doing the same duties. **Minimum Requirements:** AA/AS degree OR five years of experience in a related field. At least 3 years of recent supervisory or management experience (including key holder responsibilities) in a retail environment with a POS system. Good supervisory, decision making and communication skills. Must be able to stand/twist/bend/reach for two-hour periods of time and be able to lift 35 pounds without assistance. Work schedule may include days, evenings, weekends and holidays.

DONATION SUPERVISOR - \$10.00/hr, Non-exempt, Full-time

Roles/Responsibilities: This position is responsible for ensuring superb customer service to donors and customers while receiving donated products, and facilitating the delivery of product to production staff for processing. Additional duties include sharing the mission message with donors, communicating sales promotions/events to donors to maximize sales, ensuring customer concerns and complaints are handled to the customer's satisfaction, and assuming manager-on-duty responsibilities as needed. Perform as a working supervisor, giving direction to workers while doing the same duties. **Minimum Requirements:** AA/AS degree OR five years of experience in a related field. At least 3 years of recent supervisory or management experience (including key holder responsibilities) in a retail production environment with a POS system. Good supervisory, decision making and communication skills. Must be able to stand/twist/bend/reach for two-hour periods of time and be able to lift 35 pounds without assistance. Work schedule may include days, evenings, weekends and holidays.

CASHIER - \$8.00/hr, Non-exempt/hourly

Roles/Responsibilities: This position is responsible for ensuring superb customer service while following all policies and procedures to help maximize revenues. Duties may include accurately operating a cash register, following cash handling and ringing procedures, ensuring customer concerns and complaints are handled to the customers' satisfaction, and promoting special events and advertising promotions. **Minimum Requirements:** Six months of cashiering and customer service experience within a POS environment. Strong math, decision making and communication skills. Able to stand/twist/bend/reach for two-hour periods of time and lift 35 pounds without assistance. Work schedule may include days, evenings, weekends and holidays.

DONATION CENTER ATTENDANT - \$8.00/hr, Non-exempt/hourly

Roles/Responsibilities: Responsible for ensuring superb customer service to donors and customers while receiving donated products. Facilitates delivery of product to production staff for processing. Additional duties include sharing the mission message with donors, communicating sales promotions/events to donors to maximize sales, and ensuring customer concerns and complaints are handled to the customers' satisfaction. **Minimum Requirements:** Six months of customer service experience. Good decision making and communication skills. Able to stand/twist/bend/reach for two-hour periods of time and lift 35 pounds without assistance. Work schedule may include days, evenings, weekends and holidays.

JANITORIAL SPECIALIST - \$8.00/hr, Non-exempt/hourly

Roles/Responsibilities: This position is responsible for ensuring a clean and safe environment within and directly surrounding the Goodwill store by following established quality standards. **Minimum Requirements:** Six months of experience with commercial cleaning. Excellent organizational and customer service skills; the ability to prioritize and work independently; a commitment to getting the job done. Ability to interact with a very diverse population. Must be able to accommodate 4 to 6 hour periods of standing/walking, twisting, bending, kneeling, pushing, pulling and reaching, and be able to lift 35 pounds without assistance.

PROCESSOR - \$8.00/hr, Non-exempt/hourly

Roles/Responsibilities: This position is responsible for receiving and processing donated products in a production environment, according to established production and quality standards. **Minimum Requirements:** Six months of customer service experience and experience with safety initiatives and safe work practices. Good organization and decision-making abilities. Able to stand/twist/bend/reach for two-hour periods of time, lift 35 pounds without assistance, and be willing to become certified/authorized to safely operate a pallet jack, forklift and Big Joe. Work schedule may include days, evenings, weekends and holidays.

SALES ASSOCIATE - \$8.00/hr, Non-exempt/hourly

Roles/Responsibilities: This position is responsible for ensuring superb customer service by helping to stock and maintain a well signed shopping environment where customers feel welcome. **Minimum Requirements:** Six months of customer service experience. Good organizational and customer service abilities. Able to stand/twist/bend/reach for two-hour periods of time and lift 35 pounds without assistance. Work schedule may include days, evenings, weekends and holidays.

INTERNSHIPS @ GOODWILL/EASTER SEALS

Please apply online (preferred) or submit a cover letter and resume to Human Resources.

GOODWILL/EASTER SEALS

www.goodwilleasterseals.org

553 Fairview Ave. N

St. Paul, MN 55104

PROJECT MANAGEMENT INTERN, Unpaid, 10 hours per week

This internship offers hands-on experience in project management. The position is responsible for diverse projects, providing support of processes and practices in one of our administrative areas, and helping the department achieve its organizational goals. **Minimum Requirements:** Open to students who are currently seeking academic credit for a related internship. Eligible candidate will have intermediate skills using Microsoft Office and advanced skills using Excel. Retail experience is preferred. Must be a self starter and have the ability to work independently. Strong verbal and written communications skills are a plus. Interns must submit written documentation from their college stating that it sponsors/approves the internship for academic credit and that it is educationally relevant to their course of study. A 10-hour commitment per week is preferred.

PROJECT MANAGEMENT INTERN - Book Drive

This internship provides an opportunity to plan, research and provide analysis of different venues in which to host a Book Drive to increase our quality inventory for our E-Commerce Business. This position will network and connect with schools, colleges, libraries and other community partners to design and implement book drives. This is a four-six week internship that requires a commitment of up to four hours per week. **Minimum requirements:** Open to students who are currently seeking academic credit for a related internship. Eligible candidate will have intermediate skills using Microsoft Office and advanced skills using Excel. Retail experience is preferred. Must be a self starter and have the ability to work independently. Strong verbal and written communications skills are a plus. Interns must submit written documentation from their college stating that it sponsors/approves the internship for academic credit and that it is educationally relevant to their course of study.

PUBLIC POLICY INTERN, 6-10 hours per week

This internship provides an opportunity to shape public policy which affects individuals with barriers to employment and self-sufficiency. Will assist with strategic organizing, monitoring legislation and coordinating grassroots advocacy activity with program participants. The position will focus on the 2010 Minnesota Legislative Session (Feb - May) with a requirement of 6-10 hours per week. Specific duties may include writing policy briefs, creating issue updates for constituent visits, and coordinating advocacy and outreach efforts with program participants. This Internship will also assist with education outreach efforts regarding the 2010 Census and voter education/engagement. **Minimum requirements:** Open to students who are currently seeking academic credit for a related internship. Looking for student pursuing a degree in political science, sociology, public policy or related field. Must be a self starter and have the ability to work independently. Previous experience with or knowledge of the legislative process and/or grassroots advocacy preferred.