



GOODWILL- EASTER SEALS

MINNESOTA

JOB POSTINGS SUMMARY for August 20, 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

MISSION SERVICES

Employment/Support Consultant - St. Cloud

Executive Assistant - Fairview

Mental Health Practitioner -ARMHS - St. Cloud

RETAIL SERVICES - ADMINISTRATION

Field Auditor - Fairview

Safety Manager - Fairview

Senior Operations Buyer - Fairview

Store Operations Manager - Fairview

RETAIL SERVICES - E-COMMERCE

E-Commerce Photographer

RETAIL SERVICES - GOODWILL STORES

Retail General Manager - Unassigned, Woodbury

Assoc. Production & Facilities Manager -Maple Grove, Minnetonka, Woodbury

Assoc. Merchandise Manager - Minnetonka, Roseville, Shakopee, Woodbury

Boutique Merchandise Specialist - Second Début

Boutique Merchandise Supervisor - Second Début2

Boutique Cashier - Second Début

Office Support Specialist - Hastings, Minnetonka

Customer Service Supervisor - Hopkins, Maplewood

Donation Supervisor - Fairview, **Hastings**, Shakopee

Cashier - **Bloomington**, **Eagan**, **Elk River**, Fairview, Hastings, **Hopkins**, Maplewood, Rochester, Roseville, Shakopee, Stillwater, Woodbury

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

Janitorial Specialist - **Coon Rapids**, **Roseville**, **Shakopee**

Processor - Coon Rapids, Maple Grove, Roseville, **Stillwater**, **Willmar**

Sales Associate - Bloomington, **Elk River**, Fairview, Rochester, Shakopee, **Stillwater**

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>		

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

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St. Paul, MN 55104

FACILITIES

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

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.

MISSION SERVICES

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

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.

EXECUTIVE ASSISTANT, Exempt, Full-time

NEW POSTING

Roles/Responsibilities: This position is accountable for assisting the Vice President of Mission Services in providing support, execution and administration of processes and practices within the Mission Services Division. The Executive Assistant also helps ensure documents, files and computer information is maintained in accordance with organizational policies and procedures, paying special attention to CARF requirements and participant data privacy. This position may act as a mentor and assist in the training of participants in general clerical duties as needed. **Minimum Requirements:** AA/AS degree in administration, business, marketing, communications or related field and four years of experience as an executive assistant, preferably in a medical or human service organization accredited by CARF. Strong organizational skills and attention to detail; independent decision making skills; ability to multi-task and meet deadlines. Excellent verbal and written communication skills including demonstrated writing and editing abilities. High level of interpersonal skills to interact and communicate with individuals at all levels of the organization and with a highly diverse employee and participant population. Excellent telephone manner and customer service skills. Proficient in Microsoft Office applications including word processing, spreadsheet and presentation software. Ability to adjust and be flexible with changing work needs and demands.

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.

RETAIL SERVICES - E-COMMERCE

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

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.

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.

BOUTIQUE CASHIER - Second Début, \$8.00/hr, Non-exempt, Part-time

NEW POSTING

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.

FIELD AUDITOR - Fairview, Exempt, Full-time

NEW POSTING

Roles/Responsibilities: Facilitates and leads the implementation of an internal audit function within the Retail division by performing audits and reviews through a performance of a variety of tests and analysis using established audit standards, procedures, and techniques. Oversee the compliance of various internal/external programs to meet state and federal regulatory standards. Demonstrates a personal commitment to providing excellent customer service to each and every customer and donor. Provides customers with a quality product at a fair price while ensuring a shopping experience that creates customer loyalty and is a destination of choice for thrift store shoppers.

Minimum Requirements: Bachelor's of Arts or Science Degree in related field and two or more years of retail audit experience or internal audit experience in similar setting. Analytical skills necessary to develop factual reports through data-gathering, interpretation, compilation and analysis of information. Understanding of business operations and fundamental underlying financials. Ability to work across all levels and organizations of the company. Ability to interact with a very diverse population in a human services setting.

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.

SAFETY MANAGER, Fairview, Exempt, Full-time

NEW POSTING

Roles/Responsibilities: This position is responsible for Goodwill/Easter Seals' safety programs. These plans comply in all respects with standards set by OSHA, CARF, local and state ordinances, insurance industry standards and other accepted best practices in safety management and demonstrate a personal commitment to providing excellent customer service. This position develops, communicates and manages the Goodwill/Easter Seals safety plan with the goal of maximizing the safety and security of employees, participants, customers and volunteers. Assures all Goodwill/Easter Seals sites are safe and safety activities meet the quality standards of the organization while leading the industry in safety best practices.

Minimum Requirements: Bachelors of Arts or Science Degree in Safety/Industrial Hygiene/Environmental Sciences, or related. 5+ years of managerial/supervisory experience in a safety related positions with 3+ years of safety experience in a manufacturing environment. Experience managing multiple sites with proven safety results.

SENIOR OPERATIONS BUYER - Fairview, Exempt, Full-time**NEW POSTING**

Roles/Responsibilities: Responsible for the effective planning, purchasing, and procurement of purchased goods. Oversees the purchasing and distribution of supplies, ensuring orders are filled to customer satisfaction. Manages and analyzes donated product and the store production process. Provides leadership to the salvage/recycling department ensuring sales and net income goals are met. **Minimum Requirements:** Bachelors of Arts or Science Degree in business, finance or related area and a minimum of 5 years as a senior buyer with experience managing direct reports in a retail environment. Knowledge of purchasing practices and procedures for re-selling purposes. Strong negotiation expertise. Skills in preparing and analyzing complex technical specifications, bids and contracts. Strong procurement/strategic sourcing background with demonstrated successes in developing and implementing procurement strategies. Proven ability to perform complex analytical work such as cost analysis. Budgeting, P&L and negotiation expertise. Skills in preparing and analyzing complex technical specifications, bids and contracts. Ability to read, write and speak English sufficiently to effectively communicate with supervisors, employees and customers. Proficient in various software applications including Windows XP, Microsoft Word, Outlook, Excel and using the Internet. Ability to work independently and coordinate multiple projects simultaneously.

STORE OPERATIONS MANAGER - Fairview, Exempt, Full-time**NEW POSTING**

Roles/Responsibilities: Responsible to plan, direct or coordinate support services of the division such as reporting, tracking, mail distribution and vendor contracts while overseeing the recruiting and auditing processes for the department. This position is also responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with department goals and financial objectives. Manages the division's Good to Great Excellence program. **Minimum Requirements:** Bachelors of Arts or Science Degree in related field and Minimum of 5 years retail operations management in a corporate environment for a multi-site retailer. Strong project delivery skills - accurate project planning, delivers to milestone dates, manages resources. Experience with building complex financial models and expert level with Excel, PowerPoint and Word. Ability to read, write and speak English sufficiently to effectively communicate with supervisors, employees and customers. Strong attention to detail, people management and coaching skills. Ability to handle sensitive and confidential information appropriately. Ability to interact with a very diverse population in a human services setting in addition to providing excellent customer service. Proficient in negotiating and administering contracts with budgeting and cost analysis procedure expertise. Excellent presentation and training skills.

Hourly/Non-exempt Store Positions:

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

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
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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.