

Leads for September 8, 2010 (a)

PREVENTIVE MAINTENANCE SUPERVISOR #A621

F/T. LA. Work with the Transportation Manager to ensure that the agency's vehicles receive all preventive, service and repair needs are met to meet any government requirements. Ensure that all trailers meet the current CHP standards for road worthiness. Previous fleet preventive maintenance and/or Bilingual (English/Spanish) preferred. Valid CA driver's license, proof of insurance and clean DMV.

PREVENTIVE MAINTENANCE COORDINATOR #A592

F/T. LA. Develop and maintain preventive maintenance programs using manufacturer's recommendations and best practices while adhering to all applicable regulations for all equipment, machinery, utilities, and company owned vehicles. Also, elevators, HVAC equipment, baling equipment, industrial shredding equipment, refuse equipment, forklifts, passenger vehicles, light duty trucks, vans, etc. Maintain records of all preventive maintenance schedules, services and repairs. Track and verify vendor work is being completed per contract agreement. Microsoft Office. Valid CA driver's license, proof of insurance and clean DMV.

OPERATIONS MANAGER #A600

F/T. Oversee Assembly and Fulfillment, Secure Shredding, & Computer Recycling Department Supervisors and Leads at the Los Angeles Campus. Break jobs into simple client friendly steps. Develop systems to track and improve production levels and increase through put. Coordinate work and production with sales staff. Ensure adherence to department's policies and procedures. Set up work schedules for all staff. Work well with clients. Maximize through put of shredding room to increase revenues. Maintain budgetary goals and control costs. Meet with case counselors regarding individual client issues; collaborate with counselors regarding resolutions. Strong leadership, supervisory, & organizational skills. Strong MS Office computer skills.

FACILITIES CUSTOMER SERVICE SPECIALIST #A593

F/T. Provide excellent customer service, manage the Facilities Helpdesk, and provide assistance as needed to all Facilities personnel. Contact all requestors via phone and/or e-mail on all incoming maintenance requests and note all necessary information on the work order to help determine the priority and action taken. Take immediate action on all emergency and urgent requests. Follow up on all open work orders and provide updates to all involved as progress is made. Must have Valid CA driver's license, proof of insurance and clean DMV.

SERVICE COORDINATOR#A614

F/T. LA. Achieve all contract outcomes and measures. Supervise Employment Service Representative staff. Ensure enrollments and placement goals are met as specified by contract agreements. Compile center data and report progress and outcomes to Program Manager. Associate of Arts Degree in Human Services or related field plus one-year experience. Valid CA driver's license, proof of insurance and clean DMV.

Apply M – F: 8:30 a.m. to 4:00p.m. or send resume to Goodwill Industries.

342 San Fernando Road, Los Angeles, CA 90031

(323) 223-1211 / FAX: (323) 539-2046 / email: resumes@goodwillsocal.org

www.goodwillsocal.org

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YOUTH PROGRAM COORDINATOR #A599

F/T. El Monte. Day to day management of the Youth Career Advisors, coordination of communication between Youth Career Advisors and network partners, management of participant budget, meet program goals as per matrix, and supervision of Career Advisor data collection for evaluation. Meet regularly with Youth Career Advisors to provide guidance, direction and assistance in managing their assigned duties. Bachelor's degree in Social Work or related field and relevant work experience preferred. One year of supervisory experience. Two years experience in counseling or training in a recognized human field service. Three years experience working with low income youth. Valid CA driver's license, proof of insurance and clean DMV.

YOUTH CAREER ADVISOR

F/T. El Monte. Assess clients' need for services and provide appropriate case management to help clients reach employment and education goals. Perform comprehensive assessment of youth to determine academic, vocational and/or supportive service needs. Develop Individual Service Strategy for youth (ISS) according to City guidelines. Work with, Employment Specialists, other Career Advisors, Networking Collaborative, Partners, Administrative Assistant and other WIA program staff to ensure youth receives appropriate employment linkages and other services. AA Degree or equivalent work experience. One year clerical experience and working with low-income underserved youth and families. Bilingual or multilingual English, Spanish, ASL, or other language helpful. Valid CA driver's license, proof of insurance and clean DMV.

SYEP YOUTH CAREER ADVISOR#A545 1 (Eight openings – Temporary-5 months)

F/T. LA, El Monte and Baldwin Park. Develop job sites for youth participants to complete their summer youth employment hours. Job coach multiple participants, career counsel, timely submission of time sheets, payroll forms, report to Goodwill and Department of Workforce Development. Case management experience and/or English/Spanish preferred. Strong computer skills. Experience working with Youth/Adults. AA Degree or equivalent work experience. One year clerical experience and working with low income undeserved youth and families.

BUSINESS SERVICE REPRESENTATIVES (2 openings – Temporary) El Monte

Provide services to WorkSource business clients; conduct follow-up. Assist WorkSource staff with the development and implementation of effective job development and implementation of effective job development training programs. Conduct employer outreach through cold calling, phone contact, correspondence, and face-to-face presentations. Conduct employer needs assessment and obtain comprehensive job analyses. Provide business services including pre-screening of applicants, counseling on tax credit incentives, labor market information, empowerment zone information, etc. High School Diploma or GED. Proficient in the use of computers including Microsoft Office software products and Internet research. Valid CA driver's license, proof of insurance and clean DMV.

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