



JOB VACANCY ANNOUNCEMENT
GOODWILL INDUSTRIES
OCTOBER 30, 2015



Department / Hiring Manager / Date Posted	Position	Type	Location
Retail Nick Carlson 10/16/2015	<u>Store Manager</u> Bachelor's Degree or two years of college preferred with extraordinary managerial experience in lieu of a bachelor's degree. Some front-line retail and managerial experience also required. Ability to lead and manage people effectively; hiring, interview, scheduling and directing. Also, meet all store sales and production goals.	Full-Time	Lowell
Workforce Development Laurel Buck 10/16/2015	<u>Alternate Primary Instructor Per Diem</u> The qualified individual needs to be an RN licensed in the state of Michigan with at least 2 years of experience. In addition, the candidate will also be Train-the-Trainer certified or willing to complete the certification upon hire. Prior experience working in a long term care setting is preferred. Experience with instruction and evidence of using a variety of methods while teaching is also highly recommended. Candidates must have a fundamental ability to understand, accept and work with people who have disabilities and/or other barriers to employment. Basic computer skills with ability to communicate effectively, both orally and in writing are also highly sought out. Physical Requirements Candidates must regularly stand and walk and occasionally stoop, kneel or crouch. The candidate must also be able to lift 50+ pounds. Essential duties and responsibilities: 1. Provide instruction for participants enrolled in the CNA training program 2. Communicate effectively and efficiently with team members, referring agents, and participants. Secondary duties: 1. Perform other duties as prescribed by Primary Instructor or other managers 2. Substitute for Primary Instructor in case of illness 3. Assist team in determining best placement for participants 4. Use of personal vehicle to conduct agency business as needed.	Part-Time	Hartley Center
Theresa Vickers 10/12/2015	<u>Employment Specialist-Reentry Program</u> Position is responsible for assisting people on parole with obtaining and maintaining employment. Job duties include helping individuals develop interviewing and job seeking skills, helping with resume creation, assisting with barrier resolution, facilitating career exploration, connecting the individual with employment resources, documentation and case noting, facilitating group sessions, and working with the employer to ensure success. The successful candidate should be organized, possess proficient writing and computer skills, and have proven people skills. The ideal candidate will have a bachelor's degree in criminal justice or related degree and experience working with people connected to the justice system and/or workforce development experience.	Part-Time	Hartley Center
Administration David Abbott 10/1/2015	<u>Manager of Donor and Corporate Relations</u> Provide best in-class customer service for any source that donates materials, time or financial contribution to Goodwill. Provide personalized individual and corporate donor stewardship by utilizing appropriate techniques such as personal visits, recognition, tours, special services, communication strategies, etc. Manage and review all direct reports. Achieve annual goals set for donation drops through donation drive initiatives. Coordinate transportation of donated goods with logistics including drop off, pickup, etc. Execute all national donation drives via Goodwill Industries International including, but not limited to Younkers. Establish and develop a volunteer program as needed for donation drives. Provide coordinator information for tracking and reporting donation statistics. Bachelor's degree in communications, marketing, business, or related field preferred. Experience with event planning, community engagement and marketing preferred. Ability to set, manage, and meet deadlines under changing conditions is required.	Full-Time	Grandville
Workforce Development Malachi Hooser 10/9/2015	<u>Job Coach/Job Developer</u> Would like the preferred candidate to have an Associates or Bachelor's degree in education, human services, business or related field, or an ETS certification. Preferred candidate would have their own transportation and is able to transport clients. Candidate will need to have excellent written and verbal communication skills, and experience working with adolescence with barriers who are transitioning to adulthood.	Part-Time	Hartley Center
New Goods Eric Reid 10/9/2015	<u>New Goods Processor</u> Separate, price and pack all new goods in a timely manner. Price/transfer new goods according to department standards. Accurately complete required paper work and account for inventory dollars. Completely deactivate all labeling according to vendor agreements. Maintain orderliness and cleanliness of the new goods area and assigned workstations.	Full-Time	RDC



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Workforce Development Amanda Perez 8/14/2015	<u>Community Engagement Specialist</u> The Community Engagement Specialist is responsible for building partnerships with local employers and community organizations in Mecosta and Osceola Counties in an effort to assist individuals in obtaining long-term and competitive employment. This includes identifying, researching and targeting prospective businesses and organizations using all available means. This position will also share information about Goodwill's employment and retention services, promote the Friday morning information sessions, and recruit new participants. The ideal candidate will demonstrate the ability to interact and coordinate services with other program staff who are working towards the same goals. Preferred qualifications include: a bachelor's degree in a related field; strong communication, listening, and networking skills; the ability to work well with diverse populations; a valid driver's license and reliable transportation; and the ability to work collaboratively as a member of a team. Preferred qualifications include knowledge of the local communities in Mecosta and Ionia Counties, experience working with individuals facing barriers to employment, and at least one year of experience in a sales or customer service related position. This is an exciting opportunity for an energetic and enthusiastic individual who enjoys meeting new people, is focused on customer service, and has a strong desire to make an impact in the lives of others.	Full-Time	Big Rapids-WFD
Marketing Jill Wallace 7/21/2015	<u>Community Engagement Manager</u> Interface with the community through chambers, key community organizations, etc. to determine growth opportunities, i.e. ROI for retail sales. Provide strategic insights for traditional and digital marketing. Responsible for assisting the Chief Marketing Officer with the strategic planning process, operational implementation, and measurement. Serve as the department point person in CMOs absence.	Full-Time	Grandville
Industrial Recycling Krystal Melton 6/11/2015	<u>Utility Sorter</u> Ensure that established production goals are strived for and met on a regular basis. Responsible for ensuring safety compliance for recycling operations. Handle confrontation, questions and issues in a professional and appropriate manner. Assist in the execution of process improvements and department goals. Follow directions, procedures and work instructions on a daily basis. Must work all assigned shifts which may include weekend work as assigned. Provide direct support to the TWE Production Lead.	Full-Time	Offsite
Rock Dandeneau 9/18/2015	<u>Food Tech</u> Knowledge of food safety procedures. Be able to prepare a wide range of food products. Fundamental ability to understand, accept and work with people who have disabilities and/or other barriers to employment. Able to communicate effectively with staff, participants, management, public, etc. Possess good customer service skills.	Part-Time	Crosstown Cafe
Aftermarket Operations Joe Villamil 8/21/2015	<u>Utility Staff</u> Ensure correct materials are processed, perform inspections, and ensure that packaging procedures and final products meet the specifications of the customer. Completes all forms and documents in a timely manner and maintains documents in an organized fashion for easy retrieval. Ensure that established production goals are strived for and met on a regular basis. Responsible for ensuring safety compliance for aftermarket operations. Assist in the establishment and execution of process improvements and department goals. Follow directions, procedures and work instructions on a daily basis. Operate equipment as required including but not limited to; hi-lo (as requested), balers, dumpers, and power tools. Must work all assigned shifts which may include weekend work as assigned.	Full-Time	Grandville
Joe Villamil 8/21/2015	<u>Truck Helper</u> Participates in and upholds the values and processes devoted to continuous quality improvement in all Goodwill operations. Perform material handling duties as needed. Should be familiar with material handling equipment and its proper use. Must be dependable and flexible in scheduling. Responsible for understanding and complying with Goodwill's safety program (i.e. handbook, policies, procedures, etc.) Ask questions and alert your supervisor of unsafe practices or situations. Continually support the agency safety program. Ability to take and accurately carry out instructions.	Full-Time	Grandville

Goodwill values an inclusive community and celebrates the differences of all people. These differences include, but are not limited to race, marital status, gender, parental status, sexual orientation, religion, military status, disability, education, criminal record, age/generation, socio-economic status, nationality, political affiliation, language, body type, personality, ethnicity, and life experiences.

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**JOB VACANCY ANNOUNCEMENT
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Retail Jobs**



Retail Position Descriptions

Assistant Store Manager

High School diploma or equivalent is required. Solid mathematical skills. Some managerial and retail sales experience preferred. Must have valid Driver's License as well as reliable personal transportation (personal vehicle).

Processor/Cashier

High school diploma or equivalent, some mathematical ability as well as retail experience preferred. The physical ability to perform backroom operational functions, which include sorting and pricing donations and merchandise.

Cashier

High school diploma or equivalent, some mathematical ability as well as retail experience preferred.

Processor

Maintain order and cleanliness of the merchandise and the store. Able to perform all backroom operational functions.

Store Lead

Excellent customer service skills. Able to work in a fast-paced environment and lift 15-35 lbs. Retail and management experience preferred.

Lead Cashier/Processor

Excellent customer service skills. Able to work in a fast-paced environment and lift 15-35 lbs. High School diploma or equivalent is required. Solid mathematical skills. Some managerial and retail sales experience preferred.

Clerk Sales

High school diploma or equivalent is preferred. Retail experience is preferred.

Donation Clerk

High school diploma or equivalent, preferred. The physical ability to perform backroom operational functions, which lifting up to 50lbs and standing for long periods of time. Some computer experience helpful.

Utility Clerk

Ability to lift up to 50 lbs., stand for long periods of time and maintain cleanliness of the facility.

Dump Operator

Must be able to lift 10-50lbs stand entire shift rotation of sales floor load and unload trucks. Correctly operate dumper, while upholding all safety rules, rotate store sales floor, work well on a team.

Store Location	Retail Positions Available Full Time=38+hours Part Time=Fewer than 30 hours		Hours
Belding 363 E State St Belding, MI 48809	No Positions Available		
Knapp North 2333 E. Betline SE Grand Rapids, MI 49525	Full-Time Processor (2) Part-Time Cashier Part-Time Processor (2) Part-Time Utility Clerk (2)		M-Sat 9am-8pm Sun 11am-6pm
Wyoming Store 740 28th Street Wyoming, MI 49509	Full-Time Cashier (2) Full-Time Store Lead Full-Time Processor (2) Part-Time Processor		M-Sat 9am-8pm Sun 11am-6pm
29th Street SE 3270 29 TH St. SE Kentwood, MI 49508	Part-Time Processor (3) Part-Time Cashier Part-Time Utility Clerk		M-Sat 9am-8pm Sun 11am-6pm



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54th Street 5487 S. Division Ave Wyoming, MI 49548	Full-Time Cashier Full-Time Processor Part-Time Cashier (2) Part-Time Utility Clerk	M-Sat 9am-8pm Sun 11am-6pm
Alpine 5371 Alpine Ave NW Comstock Park, MI 49503	Full-Time Store Lead Part-Time Cashier	M-Sat 9am-8pm Sun 11am-6pm
Big Rapids 1254 Perry Ave Big Rapids, 49307	Full-Time Store Lead Part-Time Processor (2) Part-Time Donation Clerk	M-Sat 9am-8pm Sun 11am-6pm
Cascade 2700 Kraft Ave Grand Rapids, MI 49546	Full-Time Processor Part-Time Cashier Part-Time Processor (2)	M-Sat 9am-8pm Sun 11am-6pm
Greenville 6772 South Greenville Rd. Greenville, MI 48838	Full-Time Store Lead Part-Time Processor	M-Sat 9am-8pm Sun 11am-6pm
Ionia 153 Sprague Ionia, MI 48846	Full-Time Store Lead Full-Time Assistant Manager Full-Time Processor Part-Time Utility Clerk Part-Time Cashier Part-Time Processor (4)	M-Sat 9am-8pm Sun 11am-6pm
Jenison 334 Baldwin Jenison, MI 49428	Full-Time Store Lead Full-Time Donation Clerk	M-Sat 9am-8pm Sun 11am-6pm
Lowell 11625 Fulton Lowell, MI 49331	Full-Time Assistant Manager Part-Time Donation Clerk (2) Part-Time Processor (3) Part-Time Utility Clerk	M-Sat 9am-8pm Sun 11am-6pm
Michigan 956 Michigan Street NE Grand Rapids, MI 49503	Full-Time Cashier Full-Time Donation Clerk Part-Time Cashier	M-Sat 9am-8pm Sun 11am-6pm
Mt. Pleasant 1313 S. Mission Mt. Pleasant, MI 48858	Part-Time Donation Clerk Part-Time Processor (3)	M-Sat 9am-8pm Sun 11am-6pm
Plainfield 1655 4 Mile Rd. NE Grand Rapids, MI 49525	Part-Time Processor	M-Sat 9am-8pm Sun 11am-6pm
Rockford 8390 Belmont Ave. NE Rockford, MI 49306	Full-Time Store Lead	M-Sat 9am-8pm Sun 11am-6pm
Standale 4696 Lake Michigan Drive NW Walker, MI 49544	Part-Time Cashier	M-Sat 9am-8pm Sun 11am-6pm



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ReBlue 1423 Lake Dr. SE Grand Rapids, MI 49506	No Positions Available	M-Sat 11am-6pm
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Outlet Center 3035 Prairie Street SW Grandville, MI 49418	Full-Time Team Lead (ADC) Full-Time Cashier Part-Time Custodial Part-Time Dump Operator	M-Sat 8am-7pm Sun 9am-4pm
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