



**JOB VACANCY ANNOUNCEMENT**  
**GOODWILL INDUSTRIES**  
**MAY 13, 2016**



Department / Hiring Manager / Date Posted	Position	Type	Location
<b>Administrative</b> Corey Thomas 5/6/2016	<b><u>Talent Acquisition Specialist</u></b> Commitment to the mission of Goodwill Industries of Greater Grand Rapids, Inc. Social awareness, emotional intelligence, and cultural competency sufficient to engage effectively with, and earn trust of, diverse populations. Ability to partner effectively with community resources in support of talent acquisition needs. Effective verbal and written communication skills. Versatile and flexible, including willingness to work a flexible schedule as needed. Proficiency in record-keeping and data management, including basic computer literacy. Ability to provide own transportation to various sites in Goodwill Industries of Greater Grand Rapids' territory to fulfill the obligations of this position. Ability to identify and make recommendations to resolve applicant problems or issues, using judgment that is consistent with the standards, practices, and procedures of Goodwill Industries of Greater Grand Rapids, as well as regulations and law. Associates or Bachelor's degree in Human Resources or equivalent business experience. Minimum two years experience in recruiting and/or talent acquisition or similar activity.	<b>Full-Time</b>	Grandville
<b>Donated Goods</b> Nick Carlson 5/13/2016	<b><u>Store Manager</u></b> 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.	<b>Full-Time</b>	Cascade, Lowell
<b>Workforce Development</b> Daniel VanderMolen 4/15/2015	<b><u>Resource Navigator</u></b> Goodwill Industries is looking for an experienced service provider to work in the Employment Services Collaborative, helping individuals build skills to obtain and advance in successful employment and family financial stability. Job duties include case conferencing for service solution opportunities, outreach and recruitment, both internally and in the community, entering and managing information into a shared data system, and supporting the planning and goal-achievement activities of Goodwill and collaborative project team members. The ideal candidate will have proven success in creative problem-solving for basic needs, learning and employment solutions, and a desire to work in a team. Strong relationship building, resource navigation experience, and organizational skills, are also desired. Bachelor's degree and experience working in a human services related field is required.	<b>Full-Time</b>	Employment Center
Amanda Perez 4/29/2016	<b><u>Employment Specialist-Position will start approximately June 1st, 2016.</u></b> The Employment Specialist provides person-centered career coaching and employability skills training to individuals facing barriers to employment. Other general responsibilities include documenting participant contacts and progress, maintaining files and accurate documentation, assisting participants in identifying barriers and goals, assisting participants in accessing community resources, and providing retention services. Qualifications include a bachelor's degree, experience in a human services or related field, strong communication and organizational skills, the ability to work well as a member of a team, the ability to work well with diverse populations, a valid driver's license, and reliable transportation. The ideal candidate will have these qualifications and a desire to help people, of varied backgrounds, make positive changes in their lives through employment and self-sufficiency. Other preferred qualifications include: knowledge of local community resources; knowledge of motivational interviewing techniques; ability to self-start, motivate, and follow through; and experience working with individuals facing barriers to employment.	<b>Full-Time</b>	WFD - Mt. Pleasant
Jeff Leaphart 3/3/2016	<b><u>Home Pick-Up Driver (2)</u></b> Provide customer service and operate a vehicle for Goodwill, making pick-ups of donated material, and scheduled deliveries/pick-ups of merchandise. Schedule to include weekends. Must have a Chauffeur license. Must have a good driving record so the insurance company will insure. Skill in reading a map is needed. Knowledge of the Greater Grand Rapids area is desirable. Must be able to pass a DOT physical, drug screen and background check. Must be physically able to safely and properly handle heavy items. Fundamental ability to understand, accept and work with people who have disabilities and/or other barriers to employment.	<b>Full-Time</b>	Grandville
<b>Hospitality</b> Rock Dandeneau 2/19/2016	<b><u>Hospitality Retail Coordinator</u></b> Bachelor's degree or equivalent in managerial/ supervisory experience preferred. A minimum of 2 years supervising retail/ food service establishment. Exercise leadership and supervision of Hospitality C-store and Retail Eateries by maintaining work contracts.	<b>Full-Time</b>	Crosstown Cafe
Nicole Bahlke 5/13/2016	<b><u>Hospitality Associate</u></b> Minimum of two years experience working in hospitality or food service establishment. Valid Michigan Drivers License and ServSafe Certification preferred.	<b>Part-Time</b>	Crosstown Cafe



**JOB VACANCY ANNOUNCEMENT  
GOODWILL INDUSTRIES  
MAY 13, 2016**



Department / Hiring Manager / Date Posted	Position	Type	Location
Nicole Bahlke 5/13/2016	<b><u>Lead Line Cook</u></b> Minimum of two years experience working in hospitality or food service establishment. Valid Michigan Driver's License is required. ServSafe Certification preferred. Candidates must be flexible working any day or time, including weekends and holidays	<b>Full-Time</b>	Offsite
Nicole Bahlke 5/13/2016	<b><u>Line Cook</u></b> Varied Hours, must be flexible working any day or time needed including holidays Minimum of two years experience working in hospitality or food service establishment. Valid Michigan Drivers and ServSafe Certification preferred.	<b>Part-Time</b>	Offsite
<b>Donated Goods</b> Renate Berzkalns 4/22/2016	<b><u>E Commerce Technician</u></b> Ability to identify specialty and collectible items to list on Ecommerce sites. Experience listing on eBay a plus. Ability to meet daily production goals. Familiarity with digital photography preferred. Maintaining daily tracking of listed items. High school diploma or GED equivalent. Must to able to lift 30lbs.	<b>Full-Time</b>	Grandville
<b>Transportation</b> Jeff Leaphart 2/5/2015	<b><u>CDL-A Truck Driver</u></b> Must have a CDL-A driver's license. At least 2 years driving experience with a good driving record. Must be literate and capable of following direction. Must be able to lift 50lbs alone or 100lbs with assistance. Working knowledge of the Grand Rapids, MI area. Weekends are required.	<b>Full-Time</b>	Grandville
<b>Workforce Development</b> Beth Farwell 3/4/2016	<b><u>Employment Specialist (Temporary)</u></b> The main focus of this position is to provide person centered career coaching and job development assistance to individuals facing barriers to employment. Other general responsibilities include: developing individualized goals, documenting participant contacts and progress, maintaining files and accurate documentation, assisting participant with barrier identification and resolution, providing job coaching, assisting referring participants to community resources, and providing extensive retention services. This position will be temporary with the possibility of becoming permanent. Would be willing to consider a part time to full time applicant. Required qualifications include: a Bachelor's Degree; experience in a human services or related field; strong communication and organizational skills; the ability to work well as a member of a team; the ability to work well with diverse populations; a valid driver's license and reliable transportation. Must have a desire to help people, of varied backgrounds, make positive changes in their lives through employment and self-sufficiency.	<b>Full-Time</b>	Employment Center
Amanda Perez 4/29/2016	<b><u>Community Engagement Specialist</u></b> 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.	<b>Full-Time</b>	Big Rapids-WFD
<b>Aftermarket Operations</b> Tom Brown 3-25-2016	<b><u>Truck Helper</u></b> High School diploma or equivalent. Good personal appearance and communication skills. Capable of lifting 50 lbs. on a regular basis and 100 lbs. on occasion with assistance. Must work evenings and weekends	<b>Full-Time</b>	Grandville



**JOB VACANCY ANNOUNCEMENT  
GOODWILL INDUSTRIES  
MAY 13, 2016**



Department / Hiring Manager / Date Posted	Position	Type	Location
Tom Brown 3-25-2016	<p><b><u>Material Handler</u></b>            Ensure correct materials are processed, perform inspections, and ensure that packaging procedures and final products meet the specifications of the customer. 2. Completes all forms and documents in a timely manner and maintains documents in an organized fashion for easy retrieval. 3. Accurately enter all data into data control programs on a daily basis. 4. Ensure that all incoming and outgoing shipments are documented properly, loaded or unloaded within appropriate time requirements and properly loaded following appropriate loading procedures. 5. Ensure that established production goals are strived for and met on a regular basis. 6. Responsible for ensuring safety compliance for aftermarket operations. 7. Assist in the establishment and execution of process improvements and department goals. 8. Follow directions, procedures and work instructions on a daily basis. 9. Operate heavy equipment as required including but not limited to; hi-lo, balers, dumpers, and power tools. 10. Must work all assigned shifts which may include weekend work as assigned.</p>	<b>Full-Time</b>	Grandville
Krystal Wilson 5/13/2016	<p><b><u>Recycle Utility Staff</u></b>            Experience in manufacturing and/or recycling field preferred. Must lift 10 pounds; occasionally up to 50 pounds.</p>	<b>Full-Time</b>	Offsite (3)
Krystal Wilson 5/13/2016	<p><b><u>Transitional Work Experience Program Assistant Manager</u></b>            This candidate must have excellent communication skills and be able to work with diverse populations. Candidate will be responsible for scheduling, payroll, training, and supervising production at the Kent County Recycling Center Transitional Work site. Bachelor's degree required. 1 year or more of experience working in the recycling industry and/or fast-paced production environment.</p>	<b>Full-Time</b>	Offsite

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.  
 Visit us online at: <http://www.goodwillgr.org/jobs>



**JOB VACANCY ANNOUNCEMENT  
GOODWILL INDUSTRIES  
MAY 13, 2016  
Retail Jobs**



**Retail Position Descriptions**

**Assistant Store Manager**

Assist the store manager in managing and operating the store in all of its aspects, acting as the store leader in the manager's absence.

**Customer Service Team Member**

Provide excellent service to our customers and donors. Complete sales transactions, keep sales floor and store clean and organized.

**Materials Processing Team Member**

Provide excellent internal and external customer and donor service. Sort, process, and price donations and merchandise for the store. Maintain cleanliness and orderliness of the backroom and store.

**Store Lead**

Provide excellent customer and donor service. Open and close store. Supervise team members.

**Clerk Sales**

To serve our store customers. Maintain both store and merchandise conditions. Present a positive image to the public.

**Donation Services Team Member**

Provide excellent service to our donors and customers. Complete required written and electronic forms. Execute all material handling duties and sort materials as needed.

**Utility Service Team Member**

Provide excellent customer and donor service. Maintain cleanliness of store, parking lot, and sidewalks. Stock sales floor & keep store merchandise organized and clean. Scan books and sort material as needed.

**Dumper 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		Hours
	Full Time=38+hours	Part Time=Fewer than 30 hours	
<b>Portland</b> 1320 E. Grand River St. Portland, MI 48875	<b>Part-Time</b> Materials Processing TM <b>Part-Time</b> Donation Services TM		M-Sat 9am-8pm Sun 11am-6pm
<b>Belding</b> 363 E State St Belding, MI 48809	<b>No Positions Available</b>		M-Sat 9am-8pm Sun 11am-6pm
<b>Knapp North</b> 2333 E. Betline SE Grand Rapids, MI 49525	<b>Full-Time</b> Customer Service TM (2) <b>Full-Time</b> Materials Processing TM (2) <b>Part-Time</b> Donation Services TM (2) <b>Part-Time</b> Customer Service TM (2)		M-Sat 9am-8pm Sun 11am-6pm
<b>Wyoming Store</b> 740 28th Street Wyoming, MI 49509	<b>Part-Time</b> Materials Processing <b>Part-Time</b> Customer Service TM (3)		M-Sat 9am-8pm Sun 11am-6pm
<b>29<sup>th</sup> Street SE</b> 3270 29 <sup>th</sup> St. SE Kentwood, MI 49508	<b>Full-Time</b> Assistant Manager <b>Full-Time</b> Store Lead (2) <b>Full-Time</b> Materials Processing TM (3) <b>Full-Time</b> Donation Services TM <b>Part-Time</b> Customer Service TM <b>Part-Time</b> Materials Processing TM (4) <b>Part-Time</b> Donation Services TM (3)		M-Sat 9am-8pm Sun 11am-6pm
<b>54<sup>th</sup> Street</b> 5487 S. Division Ave Wyoming, MI 49548	<b>Full-Time</b> Materials Processing TM (2) <b>Full-Time</b> Assistant Manager <b>Full-Time</b> Customer Services TM <b>Full-Time</b> Donation Services TM <b>Part-Time</b> Utility Services TM (2) <b>Part-Time</b> Customer Service TM (2) <b>Part-Time</b> Materials Processing TM		M-Sat 9am-8pm Sun 11am-6pm



**JOB VACANCY ANNOUNCEMENT**  
**GOODWILL INDUSTRIES**  
**MAY 13, 2016**  
**Retail Jobs**



**Retail Position Descriptions**

<b>Alpine</b> 5371 Alpine Ave NW Comstock Park, MI 49503	<b>Part-Time</b> Customer Service TM (2) <b>Part-Time</b> Donation Services TM	M-Sat 9am-8pm Sun 11am-6pm
<b>Big Rapids</b> 1254 Perry Ave Big Rapids, MI 49307	<b>Full-Time</b> Store Lead <b>Part-Time</b> Materials Processing TM (2) <b>Part-Time</b> Customer Service TM (3) <b>Part-Time</b> Donation Services TM	M-Sat 9am-8pm Sun 11am-6pm
<b>Cascade</b> 2700 Kraft Ave Grand Rapids, MI 49546	<b>Full-Time</b> Store Lead <b>Full-Time</b> Donation Service TM <b>Full-Time</b> Customer Service TM <b>Full-Time</b> Materials Processing TM <b>Part-Time</b> Customer Service TM	M-Sat 9am-8pm Sun 11am-6pm
<b>Greenville</b> 6772 South Greenville Rd. Greenville, MI 48838	<b>Part-Time</b> Customer Service TM <b>Part-Time</b> Materials Processing TM	M-Sat 9am-8pm Sun 11am-6pm
<b>Ionia</b> 153 Sprague Ionia, MI 48846	<b>Full-Time</b> Materials Processing TM <b>Part-Time</b> Materials Processing TM	M-Sat 9am-8pm Sun 11am-6pm
<b>Jenison</b> 334 Baldwin Jenison, MI 49428	<b>Full-Time</b> Assistant Manager	M-Sat 9am-8pm Sun 11am-6pm
<b>Lowell</b> 11625 Fulton Lowell, MI 49331	<b>No Positions Available</b>	M-Sat 9am-8pm Sun 11am-6pm
<b>Michigan</b> 956 Michigan Street NE Grand Rapids, MI 49503	<b>Full-Time</b> Assistant Manager	M-Sat 9am-8pm Sun 11am-6pm
<b>Mt. Pleasant</b> 1313 S. Mission Mt. Pleasant, MI 48858	<b>Full-Time</b> Store Lead <b>Part-Time</b> Materials Processing TM (4) <b>Part-Time</b> Donation Services TM (2)	M-Sat 9am-8pm Sun 11am-6pm
<b>Plainfield</b> 1655 4 Mile Rd. NE Grand Rapids, MI 49525	<b>Full-Time</b> Customer Service TM <b>Full-Time</b> Materials Processing TM <b>Full-Time</b> Donation Services TM <b>Full-Time</b> Utility Service TM <b>Part-Time</b> Materials Processing TM (3) <b>Part-Time</b> Customer Service TM (3) <b>Part-Time</b> Donation Services TM (2)	M-Sat 9am-8pm Sun 11am-6pm
<b>Rockford</b> 8390 Belmont Ave. NE Rockford, MI 49306	<b>Full-Time</b> Store Lead (2) <b>Full-Time</b> Materials Processing TM <b>Part-Time</b> Customer Service TM	M-Sat 9am-8pm Sun 11am-6pm
<b>Standale</b> 4696 Lake Michigan Drive NW Walker, MI 49544	<b>No Positions Available</b>	M-Sat 9am-8pm Sun 11am-6pm
<b>ReBlue</b> 1423 Lake Dr. SE Grand Rapids, MI 49506	<b>No Positions Available</b>	M-Sat 11am-6pm
<b>Outlet Center</b> 3035 Prairie Street SW Grandville, MI 49418	<b>Full-Time</b> Customer Services TM	M-Sat 8am-7pm Sun 9am-4pm

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.

Visit us online at: <http://www.goodwillgr.org/jobs>