



GOODWILL - EASTER SEALS

MINNESOTA

JOB POSTINGS SUMMARY for October 22, 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.

MISSION SERVICES

Case Manager FATHER Project (Temporary)
Data Management Specialist
Employment Consultant (Bilingual) - FATHER Project
Employment/Support Consultant - ReEntry Services (Second Chance Mentoring)
Employment/Support Consultant - ReEntry Services
Equipment Loan Assistant - St. Cloud
Father Advocate/Case Manager - Father Project

RETAIL SERVICES - E-COMMERCE

E-Commerce Associate

RETAIL SERVICES - ADMINISTRATION

Safety Manager - Fairview

RETAIL SERVICES - TRANSPORTATION

Associate Transportation Manager - Fairview

RETAIL SERVICES - GOODWILL STORES

Retail General Manager - Bloomington, Unassigned
Assoc. Merchandise Manager - Rogers
Assoc. Production & Facilities Manager - Rogers
Retail/Mission Work Coordinator - St. Cloud, Willmar
Boutique Merchandise Specialist - Second Début2
Customer Service Supervisor - Shakopee
Donation Supervisor - Coon Rapids, Maplewood
Cashier - Bloomington, Eagan, Elk River, Hastings, Hopkins, Maple Grove, Minnetonka, Outlet, Second Début, Second Début2, Shakopee, Willmar, Woodbury
Donation Center Attendant - Eagan, Elk River, Maple Grove, Minnetonka
Janitorial Specialist - Hopkins, Minnetonka
Machine Operator/Baler - St. Cloud
Processor - Apple Valley, Bloomington, Elk River, Hastings, Hopkins, Maple Grove, Maplewood, Minnetonka, Rochester, Shakopee, St. Cloud, Woodbury
Sales Associate - Bloomington, Hastings, Hopkins, Maple Grove, Minnetonka, St. Cloud, 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

Apple Valley 7320 153 rd Street Apple Valley, MN 55124 (952) 953-4410 General Manager: Colin Schultz	Bloomington 7845 Lyndale Avenue S Bloomington, MN 55420 (952) 881-2468 General Manager: Deb Allen	Coon Rapids 11000 Crooked Lake Blvd NW Coon Rapids, MN 55433 (763) 712-3468 General Manager: Julie Wakulenko
Eagan 1247 Northwood Parkway Eagan, MN 55121 (651) 994-7907 General Manager: Jean Richardson	Elk River 19624 Holt Street NW Elk River, MN 55330 (763) 241-2038 General Mgr: Nancy Henthorne	Fairview Avenue 553 Fairview Avenue N St. Paul, MN 55104 (651) 379-5808 General Manager: Jill Carmody
Goodwill Outlet 2505 University Avenue W St. Paul, MN 55114 (651) 603-1544 General Manager: Julie Wagner	Hastings 1355 S. Frontage Rd. Hastings, MN 55033 (651) 437-1223 General Manager: Jayson Helenske	Hopkins 1025 Hill Street Hopkins, MN 55343 (952) 935-2760 General Manager: Saed Abukar
Hudson, Wisconsin 1621 Coulee Rd. Hudson, WI 54016 (715) 386-4199 General Manager: Emily Bollensen	Maple Grove 9530 Dunkirk Lane N Maple Grove, MN 55311 (763) 420-8013 General Manager: Marcia Muhich	Maplewood 2250 White Bear Avenue Maplewood, MN 55109 (651) 770-2401 General Manager: Debra French
Minnetonka 13820 Wayzata Blvd Minnetonka, MN 55305 General Manager: Karen Saaf NOW HIRING!	Rochester 239 28th St. SE Rochester, MN 55904 (507) 281-9651 General Manager: Jim Churchill	Roseville 1627 W Co. Road B Roseville, MN 55113 (651) 634-3609 General Manager: Chris Jones
St. Cloud 50 S. 2 nd Avenue Waite Park, MN 56387 (320) 654-9012 General Manager: Kim Clubb	Second Début 4300 W 36½ Street St. Louis Park, MN 55416 (952) 922-9640 General Manager: Kathy Cahlander	Second Début2 1825 University Ave. St. Paul, MN 55104 (651) 645-5048 Boutique Manager: Amy Lewis
Shakopee 1210 Shakopee Town Square Shakopee, MN 55379 (952) 233-8897 General Manager: Emily Bollensen	Stillwater 5899 Nova Scotia Ave. N. Oak Park Heights, MN 55082 (651) 439-4207 General Manager: Terry Wehking	West St. Paul 1361 S Robert Street West St. Paul, MN 55118 (651) 451-2014 General Manager: Bill Droeger
Willmar 2424 1 st Street S Willmar, MN 56201 (320) 214-9239 General Manager: Krista Willis	Woodbury 10450 Hudson Road Woodbury, MN 55129 (651) 731-7942 General Manager: Linda Miller	

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MISSION SERVICES

CASE MANAGER - FATHER Project, Part-time (Temporary)

Roles/Responsibilities: This position is responsible for serving as an advocate for participants in the FATHER Project /Co-Parenting Court initiative of G/ES, conducting case management activities, assisting with developing job opportunities for individuals and positive on-going relationships with referral sources while monitoring program participants' progress. Responsibilities also include communicating as a liaison with Co-Parenting Court Navigators, child support, and other involved collaborative partners coordinating support activities. This position also involves parenting group facilitation, case reporting, job training, placement assistance and recording in a manner that meets or exceeds all standards established by CARF, the Rehabilitation Accreditation Commission, HIPAA, the State of Minnesota and G/ESM.

Minimum Requirements: BA/BS degree in vocational rehabilitation, business, sales or marketing and 1 year related work experience OR Associates Degree in related Human Services field and two years of relevant experience or five years experience in case management or sales industry. Preferred qualifications include MS degree in vocational rehabilitation plus two years work experience in placement. A valid driver's license is required. This position may require a varied work schedule including some weekends and evenings.

DATA MANAGEMENT SPECIALIST, Non-exempt, Part-time to Full-time

Roles/Responsibilities: The Mission Services Data Management Specialist is accountable for providing appointment scheduling, client registration, medical billing, payment reconciliation, health plan credentialing and contracting, data entry, database maintenance, and administrative support to Mission Services Division (MSD) Clinical staff. This position also helps generate divisional reports, facilitates sharing of client service, outcome information internally, and ensure that documents, files and computer information is maintained in accordance with organizational policies and procedures, paying special attention to CARF and Medicaid requirements and participant data privacy. Knowledge of health insurance processes, database, accounting, and quality assurance. Experience with cultural diversity and working with disadvantaged and disabled population preferred.

Minimum Requirements: Associates of Arts or Science degree in health care administration, business, marketing, communications or related field or a High school Diploma or GED and four years of related experience. Some secretarial/clerical experience is required. This position will be part-time 20 hours per week, going full-time in January.

EMPLOYMENT CONSULTANT - FATHER Project (Bilingual Spanish/English), Full-time

Roles and Responsibilities: This position is responsible for job development activities for program participants involved in the FATHER Project and will provide services to assist in the attainment of employment. Responsibilities include communicating with child support and other involved parties, coordinating support activities, conducting employment readiness curriculum trainings, and reporting in a manner that meets or exceeds all standards established by CARF, the Rehabilitation Accreditation Commission, HIPAA, the State of Minnesota and G/ESM. The position involves working as a team member with numerous internal staff, partnering organizations and government agencies.

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 in placement/job development. Bilingual in Spanish and English is strongly preferred. A valid driver's license, proof of insurance and good driving record is required.

EMPLOYMENT/SUPPORT CONSULTANT - ReEntry Services (Second Chance Mentoring), Full-time

Roles/Responsibilities: This position is responsible for providing employment readiness, job development, job placement, retention and social support services for individuals recently released from prison. Community business development, job placement and/or vocational counseling experience is preferred. Experience working with ex-offenders and other at-risk populations is also preferred.

Minimum Requirements: BA degree in vocational rehabilitation, social work, 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. A valid driver's license, proof of insurance and good driving record is also required.

EMPLOYMENT/SUPPORT CONSULTANT - ReEntry Services, Full-time

Roles/Responsibilities: This position is responsible for providing employment readiness, job development, job placement, retention and social support services for individuals recently released from prison and/or individuals with a criminal history who have a diagnosed disability as an additional barrier to employment. Community business development, job placement and/or vocational counseling experience is preferred. Experience working with individuals with disabilities and/or ex-offenders is also preferred.

Minimum Requirements: BA degree in vocational rehabilitation, social work, 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. A valid driver's license, proof of insurance and good driving record is also required.

EQUIPMENT LOAN ASSISTANT- St. Cloud, Part-time (30 hrs/wk)

Roles and Responsibilities: This position is responsible for repairing and inspecting durable medical equipment (tub seats, walkers, commodes, manual wheelchairs, etc), supervising and training participants and volunteers, completing reports, computer data entry, responding to incoming phone calls, and completing loan paperwork processes. Qualified candidates must be detail oriented with cleaning/inspecting a variety of medical equipment, have great mechanical aptitude, good organizational skills, the ability to prioritize/multi task, demonstrate excellent customer service skills, and have a passion for helping people in the community.

Minimum Requirements: High school diploma or GED **AND** one year experience providing rehabilitation, health or social services to persons with disabilities **OR** one year experience in a vocation requiring mechanical skills. Experience with Microsoft Outlook and Access Data base programs a plus. Schedule is Monday-Friday 30 hour position, number of hours may vary per day but they will be between 8am-4:30pm timeframe.

FATHER ADVOCATE/CASE MANAGER - FATHER Project, Full-time

Roles/Responsibilities: This position is responsible for serving as an advocate for participants, conducting case management activities for individuals and positive on-going relationships with referral sources while monitoring program participants' progress. Responsibilities also include case reporting and communicating with child support, and other involved collaborative partners coordinating support activities, parenting group facilitation, case reporting, job training and placement assistance and recording in a manner that meets or exceeds all standards established by CARF, the Rehabilitation Accreditation Commission, HIPAA, the State of Minnesota and G/ESM.

Minimum Requirements: BA/BS degree in vocational rehabilitation, business, sales or marketing and 1-3 years related work experience **OR** Associates Degree in related Human Services field and two years of relevant experience or five years experience in case management or sales industry. Preferred qualifications include MS degree in vocational rehabilitation plus two years work experience in placement. A valid driver's license is required. This position may require a varied work schedule including some weekends and evenings.

RETAIL SERVICES - E-COMMERCE

E-COMMERCE ASSOCIATE, Non-exempt, Full- time

Roles/Responsibilities: This position performs a variety of duties to support GESM's E-Commerce businesses. Responsibilities include achieving planned production goals necessary to exceed budgeted sales while controlling expenses, photographing products, preparing written descriptions of items, posting items on the computer, and providing excellent customer service.

Minimum Requirements: 2 years of college course work and/or an associate's degree, experience working with computers in a retail or office setting, and experience in retail or marketing. Must also have strong attention to detail, excellent written communication skills, be proficient with Microsoft Office applications, and have a high level of self-motivation and initiative.

RETAIL SERVICES - ADMINISTRATION

SAFETY MANAGER, Fairview, Exempt, Full-time

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.

TRANSPORTATION - GOODWILL STORES

ASSOCIATE TRANSPORTATION MANAGER, Non-Exempt, Full-time, Retail Grade 11

Roles/Responsibilities: Assists the transportation manager in managing the day-to-day activities of the overall transportation operation; directing day-to-day fleet operations of inbound traffic and outbound deliveries while performing as a working supervisor, developing direct reports, and providing quality customer service while supporting the Goodwill/Easter Seals mission.

Minimum Requirements: Associate of Arts or Science degree in related field or equivalent and 4 years of management experience in the trucking industry. Preferred knowledge/expertise in working with persons with disadvantages or disabilities and barriers to employment. Ability to read, write and speak English sufficiently to effectively communicate with supervisors, employees and customers. Excellent organizational skills with the ability to prioritize. Strong people, conflict management and coaching skills. Pallet Jack/Forklift trained and commercial drivers license - Class A. Must have a flexible working schedule including days, nights, holidays and weekends.

RETAIL SERVICES - GOODWILL STORES

RETAIL GENERAL MANAGER - Bloomington, Unassigned, 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.

MACHINE OPERATOR/BALER - St. Cloud, \$9.00/hr, Non-exempt, Part-time

Roles/Responsibilities: This position is responsible for feeding designated materials into machinery for baling.

Minimum Requirements: One year of recent related work experience. Pallet jack/forklift training and production, processing or grading skills strongly preferred. Ability to operate various material handling equipment; high level of initiative and self-motivation; ability to interact with a diverse population in a human services setting. Must be able to frequently lift and carry 15-45 pounds and occasionally lift and carry 50 pounds without assistance, and must be able to stand for 4-6 hours, bend, reach, squat, kneel, push/pull, twist, rotate and crawl. Work environment includes dust/fibers, odors and excessive noise. Work schedule may include days, nights, weekends and holidays.

RETAIL/MISSION WORK COORDINATOR, St. Cloud, Willmar, Non-exempt, Full-time

Roles/Responsibilities: This position reports to both Retail Services and Mission Services to provide on-site orientation, training, monitoring and development of Goodwill/Easter Seals program participants, volunteers and new employees in various job responsibilities within an assigned store or department. This position also provides participants with day-to-day guidance and ensures a smooth transition from assessment to training. This position is located in a warehouse/production environment.

Minimum Requirements: AA/AS degree with emphasis in psychology/social work OR five years supervisory experience in related field. Experience working with persons with disadvantages and/or disabilities and barriers to employment is strongly preferred. Good verbal and written communication skills. Adaptive to change and flexible within job. Proficient in Windows XP, Word, Excel, Outlook and using the Internet. Ability to appropriately handle sensitive and confidential information. Comfortable interacting with a very diverse population in a human services and retail setting. Perseverance and commitment to getting the job done, and ability to consistently meet deadlines. Ability to lift 35 pounds and have full range of motion. Must have reliable transportation.

Hourly/Non-exempt Store Positions:

Job Title	Wage	Current Open Positions
Assoc. Merchandise Manager	\$13.35	Rogers
Assoc. Production/Facilities Manager	\$14.75	Rogers
Customer Service Supervisor	\$10.00	Shakopee
Donation Supervisor	\$10.00	Coon Rapids, Maplewood
Cashier	\$8.00	Bloomington, Eagan, Elk River, Hastings, Hopkins, Maple Grove, Minnetonka, Outlet, Second Début, Second Début2, Shakopee, Willmar, Woodbury
Donation Center Attendant	\$8.00	Eagan, Elk River, Maple Grove, Minnetonka
Janitorial Specialist	\$8.00	Hopkins, Minnetonka
Processor	\$8.00	Apple Valley, Bloomington, Elk River, Hastings, Hopkins, Maple Grove, Maplewood, Minnetonka, Rochester, Shakopee, St. Cloud, Woodbury
Sales Associate	\$8.00	Bloomington, Hastings, Hopkins, Maple Grove, Minnetonka, St. Cloud, Shakopee

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.

ASSOCIATE PRODUCTION & FACILITIES MANAGER - \$14.75/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 or two years of college 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.

BOUTIQUE MERCHANDISE SPECIALIST - Second Début2, \$10.00/hr, Non-exempt, Part-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. Paul Boutique, Second Début2.

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 is part-time between 26-28 hours a week, includes days, evenings, weekends and holidays.

BOUTIQUE CASHIER - Second Début, Second Début2, \$8.00/hr, Non-exempt, Part-time

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.

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

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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.