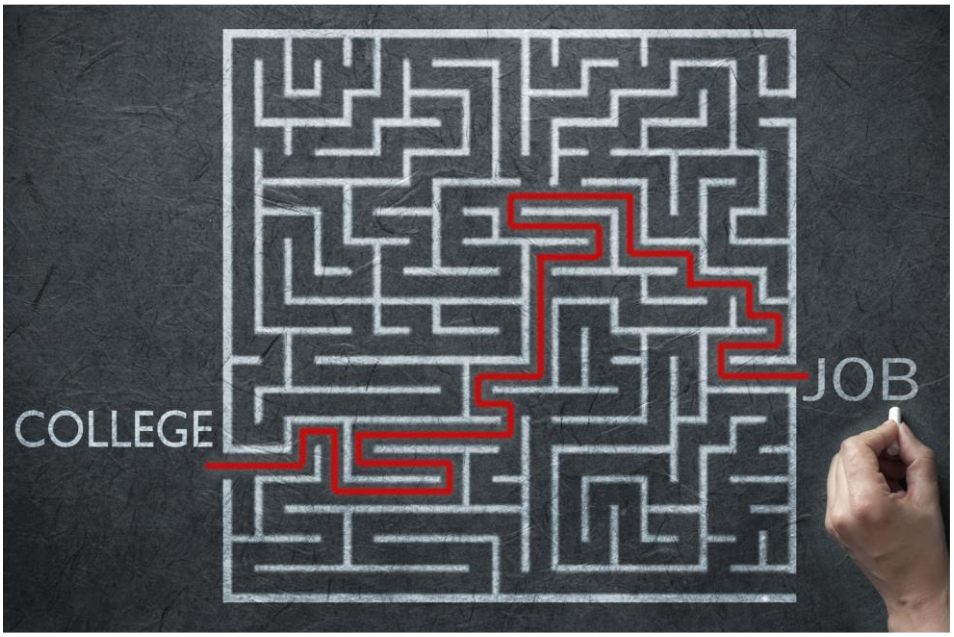
# JOB AND CAREER E-BLAST

Let us help you navigate your career options. Review this new e-publication the Elms Career Center will publish weekly featuring employer postings. In this e-blast the Elms Career Center will share information on part- and full-time jobs, seasonal jobs and internships opportunities with our students, alumni, faculty and staff.




Email careers@elms.edu if you have a job opportunity you would like the Elms Career Center to feature to help our students and alumni navigate their careers.

**Elms College Career Center**
291 Springfield Street
Chicopee, MA 01013
413-265-2272
careers@elms.edu
facebook.com/elmscareers
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March 13, 2017

**This e-blast features the following Employers:**

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*The information in the Elms College Job and Career e-blast is provided as an informational resource to the Elms College community. Employers share their job posting information with the Career Center regularly. This document does not represent any guarantee, promise or verification of any job placement or appointment, benefits, hourly wages and or salary. Each individual applicant must pursue and or discuss employment and non-paid internships opportunities directly with employers on their own behalf. The Elms College Career Center is choosing to publish the employer provided posting information as a resource and convenience to Elms students and alumni. Providing the posting information does not represent any endorsement of employers/companies/organizations and or their products and or services.*

Behavioral Health Network is a progressive and growing organization with programs throughout Western Massachusetts, but focused primarily in the Springfield and Holyoke areas. We offer competitive salary, excellent benefits, and an excellent team-based work environment.

BHN is seeking an experienced Behavior Analyst to join our management team and spearhead our expansion of ABA services. In this position, you will be responsible for development of our new ABA services for MassHealth youth as well as overseeing our existing In Home Behavioral Services program. You will be responsible for the recruitment, hiring and oversight of clinical staff delivering these services. In addition, you will work with our management team to expand the availability of ABA consultation services to programs throughout the agency.

Qualifications:

- Licensed BCBA or Licensed ABA professional, with experience in program development, management and providing supervision.
- Must be certified as a Supervisor with the BACB.

If you are interested in this opportunity, please visit our website at www.bhncinc.org then "Job Openings" to apply.

THE BRIEN CENTER
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## About us

The Brien Center is a 501(c)3 not-for-profit corporation that operates a network of comprehensive and integrated community mental health and addiction treatment services in Berkshire County, Massachusetts. Berkshire County is ideally located in the Berkshire Hills on the western edge of Massachusetts, and is just 2 ½ hours from both Boston and New York City and is thriving with business, as well as cultural and recreational amenities.

****We are currently accepting applications for Undergrad and Graduate Internships. Human Services Degrees including Social Work and Counseling Psychology are encouraged to apply!****

## Career Opportunities – March 10, 2017

**The following require a Bachelor's Degree and may require additional education/experience as notated:**

### Community-Based Recovery Facilitator – Representative Payee and Housing Specialist – Full-Time in Pittsfield

- In our Adult Community Services program, these positions work as members of a team to provide opportunities for individuals to develop skills to be used on their journey of recovery for personal growth with hope and optimism focusing on working with individuals in their pursuits of independence. ***4-year degree preferred or 3-5 years human services experience.***

### Community Support Provider – Full-Time in Pittsfield

- The Community Support Provider (CSP) position is responsible for delivering services which promote access to aftercare and other community-based services following inpatient treatment service discharge. The CSP supports linkages with resources in the community and develops and coordinates plans for specific activities to assist clients in achieving recovery goals. ***This position requires experience in case management.***

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## Direct Care Specialist – Options For Youth and Therapeutic Training and Support – Full-Time in Pittsfield

- These positions provide outreach to children, families and collateral contacts throughout the individual's school, home and other community agencies. The DC Specialist supervises young persons-served in the day treatment (using a group-based model for intervention) and after school programs while participating in program planning, preparation and coverage of the program. ***Positions require either a BA/BS in a Human Services field and one year experience working with children/adolescents OR an AS in a Human Services field and two years of experience working with children/adolescents. Either educational level must meet requirements as stipulated in the CBHI approved listing of degrees that meet MCE credentialing criteria.***

## Director of Finance – Full-Time in Pittsfield

- This position will oversee all accounting, budgeting, financial compliance and reporting for the organization. The Director of Finance will work closely with the Vice President of Administration and Finance to ensure adequate controls and processes are in place for maximum effectiveness. The Director will collaborate with senior leadership to assist in guidance and implementation of financial and programmatic strategies. ***This position requires a BS in Accounting, Finance or related field; MBA or CPA preferred; 3-4 years experience in a financial management role, with 5-7 years in progressive accounting.***

## Employment Specialist – Part-Time in North Adams

- This position works to provide opportunities for individuals to develop skills to be used on their journey of recovery for personal growth with hope and optimism, while focusing on working on their pursuit of employment opportunities. ***2 or 4-year degree in related field or equivalent experience required.***

## Intensive Care Coordinator I – Full-Time in Pittsfield

- These positions facilitate the development of the Care Planning Team (CPT) and convene/facilitate meetings with the team to develop child and family-centered Individual Care Plan. Also develops a risk management/safety plan in collaboration with the CPT, identifying natural supports while assisting with system navigation, family advocacy and support.

## Outreach Case Manager – Full-Time in Pittsfield

- This position provides case management for persons-served The Continuum under the Caring Together program. The Outreach Case Manager will coordinate and collaborate with youths, families, residential treatment providers, clinicians and others regarding treatment plan development, strategies for intervention and implementation.

## Service Coordinator – Adult Day Health – Part-Time in Pittsfield

- This position will provide individual and group therapeutic services to participants and their families as part of a multidisciplinary team. The Social Worker will serve as liaison between the Adult Day Health, participants, families and community services. ***This position requires a minimum of three years working with the elderly in a professional capacity.***

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**Shift Coordinator – Acute Services – Full-Time in Pittsfield**

- This position is responsible for oversight of the ***overnight*** shifts at the Adult Crisis Stabilization Unit including: site operations, staffing, internal audits, compliance with external audits, staff development, consultation, supervision, documentation requirements, site beautification and participate in implementation of individual action plans for person's served.

**Site Supervisor – Women's Recovery Home – Full-Time in Pittsfield**

- This position includes responsibility for site operations and Direct Care staff development, staff supervision and implementation of treatment plans. ***This position requires a Bachelor's Degree in a related field or four years of experience in addiction treatment and recovery.***

**Training Coordinator – Full-Time in Pittsfield**

- This position is responsible for enhancing the performance and assisting with the development of Brien Center staff through leadership and coordinator of all agency required trainings. The Training Coordinator will work with internal leadership to identify priorities, manage resources and deploy learning programs in support of the recovery model.

**The following require a Master's Degree and may require additional education/experience as notated:**

**Child and Adolescent In-Home Therapist(s) – Full-Time in Pittsfield**

- These individuals will work as part of a dynamic team, providing In-Home Behavioral Health Services. Also completing diagnostic mental health assessment and providing treatment for youth and caregivers on an outreach basis throughout Berkshire County. ***Position requires independent license in social work or mental health counseling (LICSW or LMHC) OR eligibility and receipt of license within 6 months of eligibility date.***

**Clinical Service Coordinator I or II – Caring Together Program – Full-Time in Pittsfield**

- This position provides mental health treatment and psychotherapy, case management, and treatment planning for youth and families receiving Caring Together services. Caring Together is a newly awarded contract that will provide a "Continuum" of community-based wraparound services that are designed to maintain youth within their homes and support families as their primary caregivers. ***Position requires independent license in social work or mental health counseling (LICSW or LMHC) OR eligibility and receipt of license within 6 months of eligibility date.***

**Clinical Supervisor – Addiction Services Recovery Home – Full-Time in Pittsfield**

- This position is responsible for direct clinical supervision of the Direct Care staff of the recovery home, while providing clinical intakes, individual and group psychotherapy and assistance in the overall operation of the program. ***Position requires eligibility for license in Social Work or Mental Health.***

**Clinical Supervisor – Women's Recovery Home – Full-Time in Pittsfield**

- This position is responsible for direct clinical supervision of the Direct Care staff of the recovery home, while providing clinical intakes, individual and group psychotherapy and assistance in the overall operation of the program. ***Position requires eligibility for license in Social Work or Mental Health.***

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**Clinicians (Social Workers/Mental Health Counselors) – Available in the following Divisions: Adult, Child and Adolescent Outpatient and Crisis Stabilization; Acute Services; Addiction Services – Full and Part-Time and Fee-For-Service in all of Berkshire County**

- These positions provide a full continuum of therapeutic and clinical services. These services are provided for children, adolescents, adults and families in a variety of settings throughout Berkshire County and include risk assessment, crisis intervention, family support and psychotherapy. ***All clinicians must receive license in Social Work or Mental Health Counseling within 6 months of eligibility date. Emergency Services Clinicians do not require license eligibility.***

**Clinician(s) – Community Services (Licensed Practitioner of the Healing Arts) – Full-Time in Pittsfield**

- These positions provide recovery services to adults within the Community-Based Flexible Supports Program in Central Berkshire County. ***All clinicians must receive license in Social Work or Mental Health Counseling within 6 months of eligibility date.***

**Clinician – Family Resource Center – Part-Time in North Adams**

- This position will provide comprehensive mental health assessments including the Child/Adolescent Needs and Strengths (CANS) Assessment, short-term treatment and care planning to youth and families within the Family Resource Center. ***This position requires 5 years of experience working with the child/adolescent population as a licensed social worker or mental health counselor. Also, CANS Certification required within 1st week of employment.***

**Clinician – Structured Outpatient Addiction Program – Part-Time in North Adams**

- This position is responsible for person-served admission, participation and discharge and assistance in the implementation of the psycho-educational curriculums including group facilitation. ***License-eligibility (LICSW or LMHC) and experience with substance use disorders treatment required.***

**Intensive Care Coordinator II – Full-Time in Pittsfield**

- This position facilitates the development of the Care Planning Team (CPT) and convene/facilitate meetings with the team to develop child and family-centered Individual Care Plan. Also develops a risk management/safety plan in collaboration with the CPT, identifying natural supports while assisting with system navigation, family advocacy and support. ***Master's Degrees with concentration in Sociology or Criminal Justice do not meet the educational requirement.***

**Medical Behavioral Health Clinician – Part-Time in Great Barrington and Full-Time in North Adams**

- These positions will provide mental health/substance abuse assessment and counseling to adults, children and families experiencing and/or anticipating issues of adjustment to illness or issues related to change in medical condition at the Community Health Program site in Great Barrington and Adams Internists in Adams. ***Great Barrington position requires eligibility for license in social work; Adams position requires independent license in social work (LICSW).***

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**(Second Shift – Weekdays) Program Supervisor – Acute Services/Emergency Services – Full-Time in Pittsfield**

- This position supervises all levels of clinical staff and assist in the oversight of the program. The Program Supervisor will assist in administrative procedures of the program, including productivity and budget issues. The Program Supervisor will also provide clinical assessments, intakes and other duties as assigned.

**(Weekend) Program Supervisor – Acute Services/Emergency Services – Full-Time in Pittsfield**

- This position supervises all levels of clinical staff and assist in the oversight of the program. The Program Supervisor will assist in administrative procedures of the program, including productivity and budget issues. The Program Supervisor will also provide clinical assessments, intakes and other duties as assigned.

**Program Supervisor – Addiction Treatment – Full-Time in Pittsfield**

- This position oversees the Outpatient Addiction Treatment Program. The Program Supervisor will assist in administrative oversight of the services; supervise and facilitate trainings; Aid in the new hire and orientation process of program staff and supervision. ***Position requires eligibility for license in Social Work or Mental Health.***

**Program Supervisor – Adult and Family Outpatient – Full-Time in North Adams**

- This position oversees the Outpatient Adult and Family Program. The Program Supervisor will assist in administrative oversight of the services; supervise and facilitate trainings; Aid in the new hire and orientation process of program staff and supervision. ***Position requires eligibility for license in Social Work or Mental Health.***

**Program Supervisor – Child and Adolescent Crisis Stabilization Unit – Full-Time in Pittsfield**

- This position oversees the Child Crisis Stabilization Unit. The Program Supervisor will assist in administrative oversight of the clinic, supervise and facilitate trainings; Aid in the new hire and orientation process of CSU staff and supervision. ***Significant professional experience in mental health with the child and adolescent population required.***

**Program Supervisor – Child and Adolescent - Community Service Agency – Full-Time in Pittsfield**

- This position supervises all levels of clinical staff, including Intensive Care Coordinators and assists in the general operation of the Community Service Agency. The Program Supervisor will assist in administrative oversight of the program, including productivity and budget issues. ***Significant professional experience in mental health with the child and adolescent population required along with independent license in social work or mental health counseling (LICSW or LMHC).***

**The following positions require a professional license or certification in the State of Massachusetts:**

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**Nurse Manager – Child and Adolescent Services – Full-Time in Pittsfield**

- This nursing position provides nursing supervision for all nursing staff associated with the Child Crisis Stabilization Unit (CSU), PRE IL and Outpatient Mental Health Clinic. The Nurse Manager will provide direct care services including psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general health care of residential clients. Also provides supervision of residents while assisting in daily living activities. Provide Medication Administration Program (MAP) training to unlicensed staff and function as MAP Nurse Monitor for Pre-IL. ***At least two years experience working as an RN, with one year supervisory experience, preferably in a psychiatric setting.***

**Registered Nurse or Licensed Practical Nurse – Adult Outpatient – Full-Time in Pittsfield**

- This RN/LPN position provides psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general healthcare of the Adult Outpatient Services population. The RN also completes nursing assessments, referrals, and play an integral role within the psychiatric/medical team.

**Registered Nurses and Licensed Practical Nurses – Crisis Stabilization Unit – Full-Time in Pittsfield**

- These positions provide psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general health care of the Child Crisis Stabilization Unit residents. The nurses also complete nursing assessments, referrals, and play an integral role within the psychiatric/medical team.

****We are currently accepting applications for Registered Nurses and Licensed Practical Nurses for per-diem opportunities in Community Service and Adult Day Health Programs****

**- A pre-employment CORI and RMV background check are required**

**- AA/EOE**

**Join one of Berkshire County's largest non-profit employers in providing high-quality support to individuals with addiction and behavioral health disorders to facilitate their recovery process and to gain independence in the community.**

**Benefits Include: Extraordinary leave time accrual, Health Insurance with an available Health Reimbursement and Savings Account; Dental; Vision; Disability and Life Insurance and Flexible Spending. Also, Competitive salary with supplemental "overflow" for outpatient clinician positions and free supervision towards licensure (where applicable).**

***A pre-employment CORI and RMV background check are required.***

***The Brien Center is an Affirmative Action/Equal Opportunity Employer***

**For more information on benefits available and to apply, please visit www.briencenter.org**

## CITY OF CHICOPEE - JOB DESCRIPTION

**1. DEPARTMENT:**
DPW – Water Pollution Control

**2. JOB TITLE:**
Intern

**3. Compensation:**
Grade F step 1 $12.42/Hour 35 Hour Work Week

**4. PLACE OF WORK:**
WPC 80 Medina Street Chicopee, MA 01013

**5. SUPERVISION RECEIVED:**
Environmental Compliance Supervisor

**6. SUPERVISION EXERCISED:**
None

**7. SUMMARY OF POSITIONS:**
May, June, July and August working under the direction of the Environmental Compliance Supervisor on the GIS program updating sewer and drain lines and related tasks.

**8. DEGREE OF INDEPENDENT AUTHORITY:**
Completion of assigned projects.

**9. QUALIFICATIONS FOR POSITION:**
Should be enrolled in an environmental related college program. Must have a Class D Massachusetts Driver's License.
.

**10. RESPONSIBILITIES FOR CITY PROPERTY/FINANCES:**
Responsible for maintaining & using computer equipment. Responsible for City vehicles when driving.

**11. PHYSICAL REQUIREMENTS:**
Occasional lifting of light equipment.

**12 JOB HAZARDS:**
Working outside on hot weather days.

**13. DEGREE OF CONTACT WITH OTHERS:**
Flood Control, Water Pollution Control personnel, other City department personnel.

**14. RECORDS & REPORTS:**
None

Applications and resumes should go to our
Human Resources Department, Chicopee City Hall, 274 Front Street, Chicopee, MA 01013, 413-594-1510.

## CITY OF CHICOPEE - JOB DESCRIPTION

**1. DEPARTMENT:**
DPW – Water Pollution Control

**2. JOB TITLE:**
Laboratory Intern Program

**3. Compensation:**
Grade F step 1 $12.42/per hour, 35 hours per week.

**4. PLACE OF WORK:**
WPC 80 Medina Street Chicopee, MA 01013

**5. SUPERVISION RECEIVED:**
Pretreatment Coordinator
Industrial Waste Supervisor
Lab Tech

**6. SUPERVISION EXERCISED:**
None

**7. SUMMARY OF POSITIONS:**
May, June, July and August learning and performing laboratory procedures in the analysis of various unit processes in a water pollution control facility. May include field work to perform outfall sampling.

**8. DEGREE OF INDEPENDENT AUTHORITY:**
Completion of assigned projects.

**9. QUALIFICATIONS FOR POSITION:**
Should be enrolled in a science related college program with a desire to enter the environmental field, preference will be given to Chicopee residents. Must have a Class D Massachusetts Driver's License.

**10. RESPONSIBILITIES FOR CITY PROPERTY/FINANCES:**
Responsible for maintaining & using laboratory equipment. Responsible for City vehicles when driving.

**11. PHYSICAL REQUIREMENTS:**
Occasional lifting of light equipment.

**12 JOB HAZARDS:**
Working outside on hot weather days.

**13. DEGREE OF CONTACT WITH OTHERS:**
Water Pollution Control personnel, other City department personnel, vendors when picking up water samples.

**14. RECORDS & REPORTS:**
None

Applications and resumes should go to our
Human Resources Department, Chicopee City Hall, 274 Front Street, Chicopee, MA 01013, 413-594-1510

## COMPANY DESCRIPTION:

At East Coast Warehouse
We provide Logistic and Reliable warehouse solutions

## JOB TITLE:

Cashier/Accounting Assistant

## JOB RESPONSIBILITIES:

*Enters all payment received into the necessary Book of Accounts.

- *Reconciles account daily and may assist with preparing bank deposits.
- *Maintain accurate accounting records and files
- *Assist with all customer account billings.
- *Ensuring the accurate recording and deposit of all cash receipts
- *Processes refunds for returned items.
- *Posts and collects deposit fees from customers.
- *Performs other duties as assigned.

## REQUIREMENT/QUALIFICATION

- Minimum of High School Diploma
- Must be able to communicate oral and verbally

## SALARY:

$300 weekly which excludes Bonus as well as Health Benefit

## APPLICATION DEADLINE DATE:

Open Until Filled

*Forward Resume/Cover letter to bright.maur@eastcoastwfmail.com for consideration*

ELMS COLLEGE

# Want to HELP your fellow students?

## Elms is introducing a Peer Education Program

**Peer educators will be trained to deliver presentations on issues impacting student health, success and campus climate.**

*consent and healthy relationships alcohol & drug safety*

*social oppressions*

**Interested? Email Tanya Rubins, Health Education Coordinator, at rubinst@elms.edu or pick up an application in the Health Center, Health Education office (next to the Career Center) or at Campus Ministry.**

# ACCOUNTING and ADMINISTRATION MANAGER

The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger. In Berkshire, Franklin, Hampden and Hampshire Counties in Western Massachusetts, approximately one in every eight people suffers from chronic food shortages or needs emergency food assistance. In some areas, rates of hunger and food insecurity are more than six times higher than the Massachusetts statewide average.

Currently, The Food Bank is in search of an **ACCOUNTING and ADMINISTRATION MANAGER. This position reports directly to the Director of Finance and Administration. T**his is a full-time exempt position with a full benefit package.

JOB OVERVIEW

The Accounting & Administration Manager is responsible for conducting general accounting practices, internal controls, and performing highly specialized accounting work required to maintain the general ledger. This position manages the daily activities of the accounting staff to record timely and accurate revenue, expenditures, assets, cash, liabilities while following GAAP principles and Food Bank policies. The Manager should be a highly motivated self-starter with supervisory, review, mentoring and proofing experience. The Manager is also responsible for assisting in preparation of monthly financial statements, annual operating budget and annual independent audit. Finally, this Manager supervises the Accounting Clerk and Administrative Coordinator, collaborates with the entire Finance & Administration Division team and other teams to work to carry out The Food Bank's mission.

ESSENTIAL FUNCTIONS

- Manages daily accounting activities required to ensure accurate financial systems.
- Responsible for payroll and all related reporting.
- Supervises, trains, mentors and reviews the work of the accounting staff (including, but not limited to, balance sheet reconciliations, check runs, accounts receivable transactions, fixed asset activity, accounts payable transactions, recording of revenue and expenses, and all journal entries, etc.).
- Performs cash management including, but not limited to daily review and weekly reconciliation.
- Maintains organized set of detailed records and files to document financial transactions.
- Resolves complex accounting issues and assists other Food Bank personnel in resolving financial issues and/or budget issues.
- Reconciles general ledger on a monthly basis to ensure accuracy of posting completing and/or reviewing all balance sheet accounts.
- Performs financial analysis and review.
- Assists Director of Finance & Administration in producing monthly and annual departmental and organizational financial statements, other financial reports as needed, annual operating budget and independent audit preparation.
- Ensures an accurate and timely monthly, quarterly and year-end close and financial reporting.

- Manages all financial reporting on awarded external grants, including applying costs, tracking restrictions, budget preparation with division directors, and delivering grant report packages as required by grant sources.
- Ensures complete legal, regulatory and policy compliance within the accounting department including but not limited to GAAP and tax regulations.
- Implements recommendations to improve and maintain updated accounting policies and procedures.
- Maintains internal controls.
- Collaborates with Human Resources with regard to benefits administration, compensation and other employee related issues.
- Maintains up-to-date systems, knowledge and utilization of ECCA Primarius, Checkwriters as Master User.
- Provides leadership and performs supervisory responsibilities in accordance with The Food Bank's policies, values and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; employee performance management; addressing employee relations issues and resolving financial and administrative problems.
- Manages administrative/reception function to ensure an optimal level of service and hospitality is provided to guests and employees.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

JOB QUALIFICATIONS/ REQUIREMENTS

- Bachelor's degree in Accounting or the equivalent is required.
- 3-5 years of experience dealing with all accounting transactions, bank and balance sheet reconciliations, payroll, general ledger and subsidiary ledgers, accounts payable/receivable, accrual accounting and month-end close experience.
- 1-3 years of supervisory experience.
- Experience in assisting with production of financial statements.
- Previous work experience in multi-tasking, including administrative, operational and accounting-oriented duties and responsibilities.
- Previous experience as an accounting manager or equivalent
- Advanced Microsoft Excel experience, including pivot tables and VLOOKUPs
- High degree of attention to detail and accuracy

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Ability to collaborate respectfully with teams and demonstrate accountability, work independently, effectively manage multiple projects and provide superior work product with minimal supervision.
- Solid accounting and financial management skills, based on generally accepted accounting principles
- Ability to develop, establish and maintain financial policies and procedures, understand and interpret complex statutory, regulatory, and policy documents
- Knowledge of operating and capital budget concepts coupled with the ability to analyze financial data and to prepare accurate reports timely.
- Knowledge of personnel policies and procedures, and all regulatory requirements for payroll and benefits.
- Knowledge and ability in the use of a personal computer and software applications (e.g. Microsoft Word, Excel, Access, PowerPoint, etc.).
- Ability to effectively use a modern automated financial management system
- Strong organizational skills and the ability to maintain detailed records.

- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to work a flexible work schedule

**How to Apply: Please submit a cover letter and your résumé to: jobs@foodbankwma.org with the subject line "AAM2017". The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity and inclusion and a Living Wage Employer.**

# COMMUNITY PARTNERSHIPS and ADVOCACY COORDINATOR

The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger. In Berkshire, Franklin, Hampden and Hampshire Counties in Western Massachusetts, approximately one in every eight people suffers from chronic food shortages or needs emergency food assistance. In some areas, rates of hunger and food insecurity are more than six times higher than the Massachusetts statewide average.

**Currently, The Food Bank is in search of a COMMUNITY PARTNERSHIPS and ADVOCACY COORDINATOR. This position reports directly to the Director of Programs. The position is non-exempt 40 hours per week with a full benefit package.**

## Position Overview:

The Community Partnerships and Advocacy Coordinator supports The Food Bank of Western Massachusetts and its network of member agencies by conducting public policy advocacy, and by assisting school districts in increasing the school meals that they distribute through programs such as Breakfast in the Classroom. This position is based in Hatfield but requires travel throughout the four counties of Western Massachusetts.

**ESSENTIAL FUNCTIONS Advocacy**

• Assist in coordinating and carrying out The Food Bank's advocacy strategies, particularly at the federal level, with the Director of Programs and the Agency Training Coordinator.

• Work with the Agency Training Coordinator to coordinate state-level advocacy activities.

• Work with the Communications department to develop advocacy-related materials.

• Regularly communicate with state and national partners to develop advocacy strategies and talking points.

• Develop relationships with legislators and other community leaders.

• Co-lead monthly advocacy strategy meetings with relevant Food Bank staff.

*School Meals*

• As the Project leader for western Massachusetts, collaborate with the Eos Foundation to increase the number of schools and districts participating in Breakfast in the Classroom.

• With Eos, identify potential districts with which to work.

• Identify key stakeholders within target districts to educate about the program and the benefits to participation.

• Assist districts and schools in applying for Eos funding, preparing and implementing the BIC program, submitting accurate and timely reports, and fulfilling other responsibilities of their grant.

• Other activities as identified in the agreement with Eos.

**OTHER RESPONSIBILITIES**

• Attend the annual National Hunger and Policy Conference in Washington, DC.

**JOB SPECIFICATIONS/REQUIREMENTS**

• Bachelor's degree or the equivalent

• Project development and management skills

• Very strong computer skills in MS Word

- Ability to write, edit, and format professional documents including memos, reports and letters
- MS Excel—ability to input, manipulate, and format data; create and use intermediate formulas; read and understand spreadsheets
- PowerPoint—ability to create and edit professional PowerPoint presentations
- Internet—ability to conduct research online

• Very strong communication skills, including written and verbal. Ability to present information to small and large groups succinctly, clearly, and professionally, both verbally and in writing. Comfort communicating with others in person, on the phone, by email, and by social media

• Strong diplomatic and interpersonal skills

• Strong skills of persuasion

• Strong organizational and time management skills

• Demonstrated ability to meet established objectives on time

• Understanding of the legislative process and ability to explain this process to others

• Ability to work well within a team and to be comfortable and flexible in a changing environment

• Experience and comfort working in a variety of cultures and communities

• Ability to drive, excellent driving history, and access to a reliable vehicle. Willingness to drive extensively throughout western MA and occasionally to other parts of the state

**JOB PREFERENCES**

• Experience in public policy and/or advocacy

• Knowledge of and experience with issues related to hunger, poverty, and nutrition

• Strong analytical skills

• Experience working in a public school environment

**REPORTING RELATIONSHIPS**

• Supervises: N/A

**How to Apply: Please submit a cover letter and your résumé to: jobs@foodbankwma.org with the subject line "CPAC2017". The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity and inclusion and a Living Wage Employer.**

In accordance with federal law and U.S. Department of Agriculture Nondiscrimination Policy, this institution is an equal opportunity provider and prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, and disability, marital or familial status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250- 9410, or call 202/720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

# FACILITIES MANAGER

The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts has a mission to feed our neighbors in need and lead the community to end hunger. In Berkshire, Franklin, Hampden and Hampshire Counties in Western Massachusetts, approximately one in every eight people suffers from chronic food shortages or needs emergency food assistance. In some areas, rates of hunger and food insecurity are more than six times higher than the Massachusetts statewide average.

Currently, The Food Bank is in search of a **FACILITIES MANAGER. This position reports directly to the Director of Food Operations and is a salary exempt position. The position overview:**

**JOB OVERVIEW**

The **Facilities Manager** is responsible for the effective operation of the Facilities Department of The Food Bank of Western Massachusetts. This position's responsibilities include building and equipment maintenance, budget management, pest control, safety programs, disaster response, building security, facilities procurement, identifying real and potential hazards, and the supervision of the janitorial staff.

**ESSENTIAL FUNCTIONS**

- Provide leadership and perform supervisory responsibilities in accordance with policy and applicable laws. Responsibilities include staffing, training employees; planning, assigning, and directing work; performance management of employees; addressing employee relations issues and resolving problems.
- Ensures the overall efficient function of the food bank facilities operation and equipment.
- Responsible for maintaining building and equipment at peak efficiency. Responsible for assuring facility and all operations comply with the Food Bank's sustainable policies. Evaluate overall function of building and equipment, striving for constant improvement.
- Assures regular preventive maintenance and repair of buildings, mechanicals, grounds, and equipment; to include but not limited to: furnishings, warehouse equipment, machinery, HVAC, refrigeration systems, plumbing, electrical systems, alternative energy systems, and vehicles.
- Responsible for maintaining HVAC and intrusion alarm systems, and maintenance repair software.
- Responsible for supplying information, metrics, layman terms for grant writing and external parties.
- Responsible for an effective and integrated pest management program.
- Oversees maintenance of facility and operations to comply with OSHA, AIB, USDA, Feeding America, local Board of Health, food industry and other licensing bodies; and maintains proper permits.
- Responsible for security of the facility to include; maintaining fire alarm system, sprinkler system, fire pump, water tank, locks, door hardware, keying, master keying and key distribution to staff.
- With the Director of Food Operations is responsible for facilities procurement; works with appropriate vendors to ensure required compliance in all areas.
- Responsible for contract review and securing quotes from vendors as needed.
- With the Director of Food Operations is responsible for the Food Bank's Safety Program; assuring a safe workplace environment and regular workplace safety training to include: warehouse, forklift, trucking, fire safety, fire extinguisher use and CPR.
- Identifies potential safety hazards, and troubleshoots with the appropriate department to engineer a solution.
- Work with the Director of Food Operations to create and manage the facilities budget.

- Participates in organizational and strategic development planning as needed, management and reporting activities, and disaster planning and response.
- Hire, trains, and oversees Janitorial staff to adhere to established policies and procedures, and monitor compliance to established policies and procedures.
- With the Director of Food Operations and Manger of Food Operations is responsible for establishing and accomplishing team goals.
- Work with Director of Food Operations and Food Operations Manager on maintaining AIB compliance.
- Strictly adhere to and enforce all safety rules; Follow (and enforce) all division and Food Bank policies

**BACK UP FUNCTIONS**

- In the absence of the janitorial staff, responsible to back up cleaning responsibilities to include: bathrooms, open office area, trash removal, warehouse floors, and pest monitoring.

**WORKING CONDITIONS**

- Consistently- standing, sitting, walking, driving, twisting, bending, seeing, hearing, pushing, reaching, and pulling; Lifting and gripping of objects weighing from less than 20 lbs up to 65 lbs.
- Evenings, overtime, and weekends if needed.
- Temperature zones in the warehouse can range from -10 to 95 degrees Fahrenheit.
- Powered equipment

**JOB SPECIFICATIONS/ REQUIREMENTS**

- 3-5 years experience in Facility Maintenance
- Strong leadership and communication (both written and verbal) skills; ability to work with diverse staff and constituencies; staff management
- Computer proficiency to perform needed tasks
- Budget management
- Experience working with HVAC systems

**JOB PREFERENCES**

- CPR certification

**How to Apply: Please submit a cover letter and your résumé to: jobs@foodbankwma.org with the subject line FACM2017. The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity and a Living Wage Employer.**

In accordance with federal law and U.S. Department of Agriculture Nondiscrimination Policy, this institution is an equal opportunity provider and prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, marital or familial status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call 202/720-5964(voice and TDD). USDA is an equal opportunity provider and employer.

**Girls Inc. of Holyoke Internship Opportunities**

**June 19 to August 4, 2017**

**Up to 40 hours per week**

**$1,000 Stipend upon Completion of Internship**

Eureka! - Girls Inc. of Holyoke is seeking 5 interns who are passionate about education, college accessibility and inspiring girls' interest in STEM (Science, Technology, Engineering, and Math) careers and futures. Our interns will help to facilitate the nationally-recognized Eureka! program, a college and career-readiness STEM education program in partnership with the University of Massachusetts, Amherst. Our Eureka scholars are 8th and 9th grade girls, many of whom are first generation college students, curious and creative about STEM.

Interns who work with Eureka! can expect a fast-paced and transformative summer experience working alongside Girls Inc. directors and Eureka! program facilitators, as well as UMass professors, to lead an inspiring group of teens, beginning in Holyoke and concluding on UMass's campus.

The following is an overview of potential responsibilities:

June 2017: Work with the Girls Inc. Middle & High School Program team to prepare for the on-campus Eureka! program.

- Receive training in the Girls Inc. mission, curriculum, and related materials.
- Learn group facilitation skills and program expectations, including classroom management,
- team-building activities, and set up and clean up methods.
- Coordinate and maintain technology and materials needed for program.
- Plan and coordinate daily group time activities including icebreaker, team-building, and personal development lessons.

July 2017: Co-leadership responsibility for a cohort of Eureka! teen participants on UMass Amherst's campus in partnership with Girls Inc. staff.

- Provide guidance, mentorship, and learning support as teens participate in STEM workshops
- led by UMass faculty.
- Facilitate daily icebreakers, team-building sessions, and health and wellness sessions.
- Support transition times, ensuring girls' ability to move in a timely fashion between programs
- while on campus, including to and from buses during pick up and drop off times.
- Work with Girls Inc. team to provide enriching summer experience on UMass campus.
- Support an environment that inspires all girls to be strong, smart, and bold at all times!

Interns will be expected to follow all Girls Inc. of Holyoke rules and regulations as covered in initial training and intake process. Please be prepared to provide your own reliable, daily transportation to Girls Inc. headquarters in Holyoke, as well as planning and staff development trainings as required.

**To apply please send a cover letter, résumé, and names/phone numbers of three references by March 31 to:**

**Sarah Etelman**

**Development Manager**

**setelman@girlsincholyoke.org**

**Girls Inc. of Holyoke**

**P.O. Box 6812**

**Holyoke, MA 01041**

**EOE**

- **Mount Holyoke Fund Officer, Post-50th Reunion Program and Giving Societies**

PRIMARY OBJECTIVES:
The Mount Holyoke Fund officer for post-50th reunion programming and giving societies will work closely with the associate director for reunion giving and the director of The Mount Holyoke Fund to manage post-50th reunion programming including class and volunteer management with the goal of maintaining high levels of support and engagement after the 50th reunion. This individual will also provide class and volunteer management for 35th reunion cycle classes. Additionally, this individual will design/redesign, manage and lead efforts related to Mount Holyoke Fund giving societies, including The Laurel Chain society (consecutive giving) and the Cornerstone Program (lead annual giving) and will manage a small portfolio of lead annual gift prospects with responsibility for building strategies for direct solicitation and stewardship.
AREAS OF RESPONSIBILITY:
**Post-50th Reunion Programming**
*Volunteer Management:*

- Work with the associate director of reunion giving to create transition plan for classes immediately post-50th.
- Develop and implement a strategy and goals for recruiting, training, and supporting post-50th reunion volunteers.
- Communicate regularly with volunteers to set goals, plan initiatives, motivate, inspire, direct, assess and update them on their efforts and successes.
- Work closely with MHF Officer for Volunteer Programming and Support to craft appropriate volunteer communications for the post-50th group including monthly volunteer updates via email mail and snail mail
- Work closely with MHF Officer for Volunteer Programming and Support to create appropriate training opportunities and materials for post-50th volunteers including programming during annual September Volunteer Conference and annual Volunteer Packets.

- Manage and support Post-50th Volunteer Advisory Committee including planning and leading annual on campus committee meeting, periodic conference calls, and electronic updates.

*Other:*

- Work closely with associate director/marketing specialist on direct mail program for post-50th classes to develop solicitation strategy including segmentation strategies and messaging.
- Investigate and identify best practices for stewardship after the 50th reunion at other organizations/institutions.
- Work in partnership with staff throughout the department to identify and develop engagement/recognition opportunities that are meaningful to post-50th alumnae.
- Work with colleagues in leadership gifts to develop annual giving solicitation strategies for post-50th reunion cycle leadership gift prospects.

**35th Reunion cycle classes:**

- Work with head class agents in each class to establish annual fundraising goals (dollars and participation) and strategies. Train, support, and communicate regularly with head class agents and class agents.
- Work with colleagues in leadership gifts to develop annual giving solicitation strategies for 35th reunion cycle leadership gift prospects.

**Giving Societies:**

- With colleagues, develop, plan, and execute Laurel Chain Society (consecutive giving) programming and communications.
- Investigate and identify best practices for leadership annual giving societies.
- Work close with Director of The Mount Holyoke Fund and others to rebrand and rebuild current leadership annual giving society (Cornerstone Program).
- Work with director of The Mount Holyoke Fund and leadership gift officers to monitor lead annual gift prospects and develop strategies for solicitation.
- Develop and plan events related to these giving societies.
- Develop stewardship strategies and plans for donors who are members of one or both societies.

**Other:**

- Manage small portfolio of alumnae for direct solicitation efforts. Personally visit to qualify, cultivate, and/or solicit, as necessary.
- With the associate director for reunion giving, create a strategic plan and develop annual goals and objectives for assigned fund-raising programs and initiatives.
- Actively participate in other advancement activities as requested or required, including, but not limited to, attendance at college functions, volunteer events, and personal solicitation of donors.

- Provide assistance and support in other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum two years development experience required. Experience in cultivation and solicitation of donor prospects a plus. Experience with volunteer management a plus.
- Appreciation for a private, liberal arts college setting.
- Strong interpersonal leadership and communication skills (verbal and writing).
- Strong organizational and planning skills for balancing multiple projects and tasks.
- Strong analytical and technical aptitude with an attention to detail.
- Working knowledge of computers and computer software programs.
- Desire to be part of a strong team.
- Willingness to travel and occasionally work nights and weekends.

Interested candidates may apply online:
https://jobs.mtholyoke.edu/index.cgi?&JA_m=JASDET&JA_s=503

- **Mount Holyoke Fund Officer, Young Alumnae and Student Philanthropy**

PRIMARY OBJECTIVES:
The Mount Holyoke Fund officer for young alumnae and student philanthropy will work closely with the associate director of The Mount Holyoke Fund and other colleagues within the advancement office to achieve increased levels of annual support and participation from young alumnae through a comprehensive education, engagement, volunteer, solicitation, and stewardship plan focusing on young alumnae classes (defined as the classes in the 5th and 10th reunion cycles). This individual will also work closely with classes in the 15th reunion cycle as a class and volunteer manager with a focus on achieving yearly dollar and participation goals for each class. Additionally, this individual will design, lead, and coordinate all student philanthropy programming including the student philanthropy committee and the senior giving campaign to achieve increased understanding of the importance of philanthropy to Mount Holyoke and increased giving.
AREAS OF RESPONSIBILITY:
Young Alumnae Giving and Stewardship:

- **Volunteer Management:**
    - Investigate and identify best practices for recruiting young alumnae; reimagine traditional volunteer roles for young alumnae.
    - With the associate director, develop and implement a strategy for recruiting, training, and supporting young alumnae volunteers with a goal of growing that population over the next 3 years. o Communicate regularly with young alumnae volunteers to plan initiatives, motivate, inspire, direct, assess and update them on their efforts and successes.
    - Develop, plan, and execute targeted events for young alumnae volunteers.
- **Other programming:**

- With the associate director, assist in planning and coordinating annual giving direct mail programs related to the young alumnae program including message, timing, and audience.
- Investigate and identify best practices for young alumnae stewardship.
- Work in partnership with staff throughout the department to identify and develop engagement/recognition opportunities that are meaningful to younger alumnae.
- Plan and oversee young alumnae donor recognition and/or engagement events in major geographic areas.
- Build and maintain an online presence to attract young alumnae volunteers, donors and supporters. Leverage social media and information technology to promote events, engagement and giving opportunities.
- Work with colleagues to develop annual giving solicitation strategies for young alumnae and 15th reunion cycle leadership gift prospects.

Student Philanthropy and Giving:

- Investigate and identify best practices for student engagement around philanthropy and giving.
- Design and implement a comprehensive student philanthropy program, beginning with first year students through the Senior Gift effort.
- Recruit, train, and supervise students for active roles in philanthropic education on campus, with a goal of educating fellow classmates about the role of alumnae giving to the College and encouraging the commitment of giving back.
- Manage senior giving campaign with student volunteers. Train and educate head class agents and class board members. Work with head class agents to recruit and train senior giving committee.
- Develop, plan, and execute events, including but not limited to, Thank an Alum Days, senior giving events, and student philanthropy committee events that educate students about the importance of alumnae support to the College.

15th Reunion Cycle Classes:

- Work with head class agents in each class to establish annual fundraising goals (dollars and participation) and strategies
- Train, support, and communicate regularly with head class agents and class agents.

Other:

- With the associate director, create a strategic plan and develop annual goals and objectives for assigned fund-raising programs and initiatives.
- Manage small portfolio of young alumnae and 15th reunion cycle alumnae for direct solicitation efforts. Personally visit to qualify, cultivate, and/or solicit, as necessary.
- Actively participate in other advancement activities as requested or required including, but not limited to, attendance at college functions, volunteer events, young alumnae events, and personal solicitation of donors.
- Provide assistance and support in other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

- Bachelor's degree required. Experience in fundraising and development preferred. Experience with volunteer management a plus.
- Appreciation for a private, liberal arts college setting.
- Strong interpersonal leadership and communication skills (verbal and writing).
- Strong organizational and planning skills for balancing multiple projects and tasks.
- Strong analytical and technical aptitude with an attention to detail.
- Working knowledge of computers and computer software programs.
- Desire to be part of a strong team.
- Willingness to travel and occasionally work nights and weekends.

Interested candidates may apply
online: https://jobs.mtholyoke.edu/index.cgi?&JA_m=JASDET&JA_s=502

*Mount Holyoke College is an Equal Opportunity Employer, committed to diversity in education and employment.*

- **Registered Nurse**

Porchlight VNA/Home Care in Chicopee is seeking a FULL TIME Registered Nurse licensed in Massachusetts- 32 or 40 hours to join our Home Care division.

(Supervising and placing HHA's/CNA's in clients homes)

Home care experience preferred, but willing to train the right person.

Flexible hours!

Please send your resume, go to www.porchlighthomcare.org, or call 413-437-9862.Porchlight VNA/Home Care has been keeping patients and families together since 1912. EOE

*****The only CMS 5-star Agency in Western Massachusetts*****

Job Type: Full-time

Required experience:

- Nursing: 1 year

- **Registered Nurse**

Porchlight VNA/Home Care in Chicopee is seeking a FULL TIME RN Case Manager licensed in Massachusetts- 32 or 40 hours to join our VNA division.

Home care experience preferred, but willing to train the right person.

Flexible hours! Please send your resume, go to www.porchlighthomcare.org, or call 413-437-9862.Porchlight VNA/Home Care has been keeping patients and families together since 1912. EOE

*****The only CMS 5-star Agency in Western Massachusetts*****

Required experience:

- Nursing: 1 year

Job Type: Full-time

- **Nurse Practitioner**

Porchlight VNA/Home Care in Chicopee is seeking a part time (16-24 hours) Nurse Practitioner licensed in Massachusetts and credentialed to provide diagnoses, treatment, consultation and follow-up care both autonomously and/or under supervision in collaboration with one or more physicians.

Flexible hours, wonderful work environment!

Join our wonderful Porchlight team!

Job Type: Part-time

- **Medical Social Worker**

Porchlight VNA/Home Care is seeking a part time or per diem MSW to join our wonderful team.

(LCSW or LICSW required)

Provides evaluation and social work services to patients and families in accordance with the plan of care. Works in conjunction with other professional staff of the Agency and Community. Master's degree from a school of social work accredited by the Council on Social Work Education. One year of social work experience in health center setting (minimum), licensed by the Board of Registration in Social Work Pursuant to G.L. Chapter 13, Section 80 as LCSW or LICSW. EOE

Required experience:

- One year of social work experience in health center setting.: 1 year

## Annual Giving Officer

This is your opportunity to join a dynamic team as a full-time Annual Giving Officer for the Shriners Hospitals for Children – Springfield location. This position identifies, cultivates and stewards prospect relationships through phone calls, hospital tours, personal visits, and written communication for the purpose of obtaining fundraising gifts to support Shriners Hospitals for Children (SHC).

This role requires an individual to possess basic knowledge of ways to make planned gifts, including Charitable Gift Annuities (CGA's), charitable trusts, bequests, real property, etc. The successful candidate will have an affinity to working with elder populations and availability to attend events on evenings and weekends. Applicants must have Bachelor's Degree, 2 to 5 years of experience, exhibit high energy, and have strong ethics and a passion to learn more about philanthropy. Please visit www.CareerBuilders.com for application information. Thank you.

**Assistant Director, The Smith Fund**

Smith College is accepting applications for an Assistant Director in the Smith Fund. As part of a collaborative team, manage a geographically or class-based assigned pool of prospective donors through the fund-raising continuum from discovery, cultivation, solicitation, and stewardship, focusing on prospects capable of annual gifts of $1,875 to $50,000. Visit 100+ alumnae each fiscal year to solicit support and to promote membership in the Sophia Smith Leadership Society ($1,875+). While emphasis will be on Smith Fund gifts, other current use restricted gifts will also be part of the conversations at times. Travel frequently in assigned territories to build relationships on behalf of the college. Responsible for directing a group of alumnae classes on all fund-raising efforts, seeking to increase levels of giving and participation. Working closely with the Smith Fund Director, the Assistant Director will develop and oversee a volunteer training program for all Smith Fund volunteers, seeking to increase philanthropic support of the college through meaningful volunteer experiences. Supervise one or more Program Assistant(s).

**DUTIES AND RESPONSIBILITIES:**

**Prospect Management and Solicitation:** Design and implement strategies for discovery, cultivation, solicitation and stewardship of 100+ prospective leadership gift donors. Responsibilities in this area include: travel planning, visits and follow up, and direct solicitation; working collaboratively with and in support of volunteers to cultivate and solicit donors; collaborating with other Development staff toward shared goals, and meeting independent goals set for visits and other activity; frequent travel, on occasion with volunteers or other college staff. With the Smith Fund Director and in coordination with other Development staff, organize and lead cultivation events for groups of alumnae in key regions around the country, in conjunction with volunteer and college leaders. Meet metrics and goals established by the Smith Fund Director for the number of visits, solicitations and other meaningful contact with assigned prospects. Promptly submit contact reports and other essential follow up activities. Analyze activities to achieve progress toward stated goals.

**Class Management:** Working with the Smith Fund Director, craft strategic plans tailored for assigned classes based on data analysis and proven tactics designed to maximize revenue and consistent annual donor participation. Work with assigned volunteers to achieve the specified goals for the class, for The Smith Fund, and for other Advancement initiatives. Develop and implement fund-raising strategies that include solicitation plans for special gift prospects in these classes. Establish goals and priorities so that a broad constituency

responds. Strengthen volunteer teams through training, management, and consistent communication. In conjunction with overall Smith Fund efforts, develop communications materials for volunteers, donors, and prospects that convey the goals and priorities of the college. Provide summaries and recommendations on class progress. Contribute to overall Smith Fund discussions affecting annual giving priorities and strategies. Other duties as assigned.

**Volunteer Training and Communications:** In collaboration with Smith Fund class managers, develop a training program for Smith Fund volunteers to do fund raising work for the college. Balance tradition and innovation to offer excellent training experiences, materials, and ongoing monitoring of volunteers. Serve as staff expert in volunteer training and as point person for volunteer conferences and online volunteer resources. Remain current in best practices and be willing to evolve models. Oversee mass communications to Smith Fund volunteers, including report mailings and email newsletter(s).

**MINIMUM QUALIFICATIONS:**

**Education/Experience:** Bachelor's degree plus 2 to 4 years of relevant experience and/or the equivalent combination of education and experience, preferably in a college environment with a clear record of accomplishment and strong measurable results. Experience in higher education preferred.

**Skills:** Knowledge of fundraising philosophies and approaches. Extensive domestic travel required. Evening and weekend work required. Superb written, verbal, and listening communications skills. Commitment to and respect for the contributions of volunteers. Ability to think creatively about human relationships with the intention of securing support for Smith. Demonstrated initiative and ability to work as part of a collaborative team. Comfort working in a fast paced environment under the firm deadlines of an intense annual cycle. Ability to balance short and long term needs. Must possess a valid U.S. driver’s license. Review of application will begin immediately.

To be considered for this position, apply on-line at http://smithcollege.hiretouch.com

*Smith College is an EO/AA/Vet/Disability Employer*

Alutiiq Education and Training, LLC
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Westover Job Corps

## Academic Substitute / On-Call Instructor

Responsible for providing academic (Math, English, ELL, and High School Diploma) training to trainees in accordance with approved curricula to ensure they leave the program as graduates that attain and maintain employment.

Job Responsibilities:

- Promotes a positive and desirable atmosphere within the classroom/training environment, ensuring maximum student motivation and outcomes: Maintains a high degree of discipline within the training area. Integrates math, reading, and writing concepts with employability, and Career Success Standards skills. Continues to stay current on new teaching, instruction and facilitation techniques.
- Implements an Applied Academics program: Meets with Career Technical Training instructors to identify required skills that can be taught and reinforced with applying technical skills in an academic setting and in technical instruction. Implements applied academic projects.

Key Benefits:

- Monday- Friday 8am- 3:30pm, as needed
- Major holidays off
- Paid Sick Days.

About Us:
Westover Job Corps is a residential training and employment program administered by the Department of Labor, serving students between the ages of 16-24.

Job Corps is designed to assist young people that can benefit from the wide range of services offered. These services include educational/ career technical skill development, work experience, career counseling, basic health care, social skills training, and related developmental services.

Our mission is to assist students and staff in their highest level of potential through quality services with an emphasis on competencies and results.

Apply online at www.alutiiq.com.

103 Johnson Road
Chicopee, MA 01022
HR Office Phone: 413-593- 4014

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Westover Job Corps

## Career Technical Training Manager

Responsible for organizing, planning, administering and directing the Career Technical Training (CTT) department

Job Responsibilities:

- Oversees the Career Services program to ensure maximum outcomes: Oversees staff members assigned to this department. Ensures staff members have adequate training to complete key areas of responsibilities. Develops and implements training plan for staff. Provides documented training to staff. Ensures that department is compliant with all safety standards and expectations to include proper workmen's compensation reporting. Ensures department is in compliance with all DOL, corporate, and Center requirements. Ensures the Center's Career Services program delivers quality services to the students to ensure their growth and development in all CSS. Implements a rigorous and relevant Applied Academics program along with the Academic Manager. Ensures that the Career Services program exceeds all goals.
- Communicates with and updates the CDSS Director on the status of the program and determines educational policies according to DOL, Corporate and Center expectations: Submits weekly report outlining progress, problems, and contemplated changes in the department. Meets jointly with Academic and Career Services Staff to plan Applied Academics. Ensures that there is a curriculum for every CTT area. Ensures that lesson plans are being developed and implemented at least every other week. Writes and develops appropriate Standard Operating Procedures (SOPs), CDSS plan, Center training plans, corrective action plans, and other plans as appropriate. Meets regularly with staff and ensures minutes are accurate.
- Monitors budget and related areas for assigned department and maintains spending limits: Provides feedback for under/over spending. Ensures that all equipment assigned to department is properly accounted for and maintained in good condition.

Key Benefits:

- Monday- Friday 8am- 5pm
- Major holidays off
- Health New England Health Insurance, company sponsored short-term and long-term disability.
- 401K

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# Westover Job Corps

## CTT Substitute / On-Call Instructor

Responsible for providing career technical training (Auto, Carpentry, Electrical, Plumbing, Brick, Welding, Facilities Maintenance, Office Administration, Pharmacy Tech, CNA, Culinary) to students in accordance with approved curricula to ensure they leave the program as graduates that attain and maintain employment.

Job Responsibilities:

- Promotes a positive and desirable atmosphere within the classroom/training environment, ensuring maximum student motivation and outcomes: Maintains a high degree of discipline within the training area. Integrates math, reading, and writing concepts with employability and Career Success Standards skills.
- Implements an Applied Academics program: Meets with academic instructors to identify required skills that can be taught and reinforced with applying technical skills in an academic setting and in technical instruction. Implements applied academic projects.

Key Benefits:

- Monday- Friday 8am- 3:30pm, as needed.
- Major holidays off
- Paid Sick Days.

About Us:
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Our mission is to assist students and staff in their highest level of potential through quality services with an emphasis on competencies and results.

Apply online at www.alutiiq.com.

103 Johnson Road
Chicopee, MA 01022
HR Office Phone: 413-593- 4014

## Health & Wellness Manager

Manages the delivery of health services, support, and education that will enhance the trainees' employability and their maintenance of a healthy lifestyle. Ensures that quality health services are delivered in a professional, caring and cost-effective manner.

Job Responsibilities:

- Responsible for the management of the department: Oversees staff members assigned to this department. Ensures staff members have adequate training to complete key areas of responsibilities. Provides documented training to staff. Coordinates staff meetings. Ensures department is compliant with all safety standards and expectations to include proper workmen's compensation reporting. Ensures department is in compliance with all DOL, Corporate and Center requirements.
- Provides for delivery of basic healthcare: Provides cursory and complete medical examinations. Provides for immunization program in accordance with CDC guidelines. Provides for daily walk-in services for routine care and an appointment system for follow-up. Provides for patient assessment, triage and treatment. Provides for emergency care including first aid and CPR, and coordination of emergency services on and off center.
- Promotes quality and delivery of health services: Ensures health services' staffing is in compliance with required staffing levels and qualifications. Provides for medication management including ordering, storage administration, and record keeping for immunizations, prescription, stock prescription, and controlled substances. Implements, executes and monitors orientation for health services. Ensures completion and submission of all Health Service Reports.
- Promotes a safe and secure environment: Ensures medical records are maintained and in compliance with PRH requirements and the Nurse Practice Act. Provides for on call services to handle emergency care. Implements, directs and monitors infection control measures in Health Services and assists with monitoring Center-wide infection control. Complies with OSHA requirements. Provides for written standing orders on department and procedures for health care.
- Monitors budget and related areas for assigned department and maintains spending limits as applicable: Ensures equipment assigned to the department is properly accounted for and maintained in good condition. Provides feedback for over/under spending.

Key Benefits:

- Monday- Friday 8am- 5pm no nights, no weekends.
- Health New England Health Insurance, company sponsored short-term and long-term disability.
- 401K

About Us:
Westover Job Corps is a residential training and employment program administered by the Department of Labor, serving students between the ages of 16-24.

Job Corps is designed to assist young people that can benefit from the wide range of services offered. These services include educational/ career technical skill development, work experience, career counseling, basic health care, social skills training, and related developmental services.

Our mission is to assist students and staff in their highest level of potential through quality services with an emphasis on competencies and results.

Apply online at www.alutiiq.com.

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HR Office Phone: 413-593- 4014

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# Westover Job Corps

## Licensed Practical Nurse Position

Assists the Health and Wellness Manager in the delivery of health services, support, and education that will enhance each trainee's employability and maintenance of a healthy lifestyle. Ensures that quality services are delivered in a professional, caring, and cost-effective manner.

Job Responsibilities:

- Promotes the Wellness Program: Provides patient care, assessment, triage, and treatment. Provides input to the manager, physician, and mental health consultant for case management of student health issues. Executes student orientation to Health Services. Assists the manager with Center-wide staff training requirements. Promotes and projects activities that support health and safety throughout the Center. Ensures delivery of quality services is provided to students and staff at all times. Assists trainees in developing their employability skills. Increases participation in health and wellness activities on-Center.
- Promotes a safe and secure environment. Complies with OSHA requirements. Assists manager with medication management including monthly inventory and ordering of stock medication/vaccines, the daily count and monitoring of controlled substances, and daily ordering and monitoring of trainees' prescriptions to ensure safety of mediations and vaccines. Maintains accurate records for ordering, storage, administration, and disposal of medication/vaccines. Assists in monitoring use, maintenance and disposal of supplies and equipment in Health Services. Ensures medical records are maintained and in compliance with DOL, Corporate and Center requirements and the Nurse Practice Act. Provides for on-call services to handle emergency care. Implements, directs and monitors infection control measures in Health Services and assists with monitoring Center-wide infection control. Complies with OSHA requirements. Provides written health standing orders for department and on procedures of health care.

Key Benefits:

- Flexible day shift hours, no nights, no weekends.
- Major holidays off
- Health New England Health Insurance, company sponsored short-term and long-term disability.
- 401K

About Us:
Westover Job Corps is a residential training and employment program administered by the Department of Labor, serving students between the ages of 16-24.

Job Corps is designed to assist young people that can benefit from the wide range of services offered. These services include educational/ career technical skill development, work experience, career counseling, basic health care, social skills training, and related developmental services.

Our mission is to assist students and staff in their highest level of potential through quality services with an emphasis on competencies and results.

Apply online at www.alutiiq.com.

103 Johnson Road

Chicopee, MA 01022

HR Office Phone: 413-593- 4014

## Registered Nurse Position

Assists the Health and Wellness Manager in the delivery of health services, support, and education that will enhance each trainee's employability and maintenance of a healthy lifestyle. Ensures that quality services are delivered in a professional, caring, and cost-effective manner.

Job Responsibilities:

- Provides supervision and management of wellness program: ensures student access to medical, dental, mental health, and disability services. This includes emphasis on preventative care, early detection, and identification of issues, and referral and feedback systems. Provides training to the staff and students as it relates to health and wellness and healthy lifestyles.
- Provides delivery of basic healthcare: Provides cursory and complete medical examinations. Provides daily walk-in services for routine care and an appointment system for follow up. Provides patient assessment, triage, and treatment. Provides emergency care including first aid, CPR, and coordination of emergency services on- and off-campus. Provides for immunization program in accordance with Center for Disease Control (CDC) guidelines as directed by the Department of Labor.
- Promotes a safe and secure environment: Ensures medical records are maintained and in compliance with DOL, Corporate and Center requirements and the Nurse Practice Act. Provides on-call services to handle emergency care. Implements, directs and monitors infection control measures in Health Services and assists with monitoring Center wide infection control. Complies with OSHA requirements. Provides written health standing orders for department and procedures of health care.

Key Benefits:

- Flexible day shift hours, no nights, no weekends.
- Major holidays off
- Health New England Health Insurance, company sponsored short-term and long-term disability.
- 401K

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Alutiiq Education and Training, LLC
A Wholly Owned Subsidiary of Afognak Native Corporation

Westover Job Corps

## Residential Advisor

Responsible for a professional level of student support to ensure increased student demonstration of Career Success Standards and other pertinent skills which lead to students' orderly separation from the Job Corps program.

Job Responsibilities:

- Operates dormitory area, coordinates services, conducts counseling and resolves problems, and assists trainees in their daily living needs. Meets at least weekly with assigned students. Trainees' incidents are managed to protect all individuals from harm. Ensures that individual meetings with trainees address issues, express plans to resolve problems. Notifies other staff to coordinate services by email, phone, or personal conversation. These actions are documented in student files. Provides guidance and assistance for daily living in group setting.
- Maintains students' files and dormitory areas. Maintains students' files to include electronic and hard copy, presents an up-to-date history of the services provided to ensure the student is successful in the attainment of both long- and short-term goals. Regular entries are made in dorm logs and other necessary documents to indicate the conditions of dorms during rounds.
- Ensures that residences are attractive, clean, safe, and in good repair. Dormitory inspections in assigned areas must meet or exceed expectations consistently. Environmental Health Inspections must average 95% or above. Work orders are completed in a timely manner to ensure all furniture, equipment, etc. is in good repair. Documents relevant information in dorm logs as events occur and transmits the information from each shift to the next.
- Provides trainees with Independent Living program training as well as other Career Success Standard training. Develops and implements training to ensure trainees receive successful knowledge and application of Independent Living and Career Success Standards. Provides individual and group lessons or project assignments after the training day and on weekends to help trainees master competencies in all standards with clearly established performance levels for these activities.

Key Benefits:

- Evening and Overnight Shifts Available.
- Health New England Health Insurance, company sponsored short-term and long-term disability.
- 401K

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# Westover Job Corps

## Security Officer

Protects and ensures the welfare of students, staff, facilities, grounds and equipment. Assists drivers in transporting students to and from off-Center appointments and other destinations as assigned.

Job Responsibilities:

- Ensures safety and security of students, staff and facilities: Makes physical inspections and security checks of grounds and facility. Responds to and investigates Center intrusion. Controls disturbances and assists staff in de-escalating volatile situations.
- Maintains reporting system: Completes required security logs, documents and records accurately and in a timely manner. Must be responsible for signing visitors in and out at the Visitors' Center. Completes investigations and documents information accurately and in a timely manner. Maintains timely and accurate vehicle and transportation logs and records.
- Drives Center vehicles as necessary: Transports students as assigned. Demonstrates helpful, responsible, and caring attitude.
- Maintains a safe work environment: Ensures that all safety procedures are followed by him/herself, other staff, trainees and visitors.
- Assists in the development of students' Career Success Standards: Ensures that trainees receive proper information on being safe and secure in an independent living environment. Ensures that the students' behavior is appropriate on and off Center.

Key Benefits:

- Evening and overnight shifts available
- Health New England Health Insurance, company sponsored short-term and long-term disability.
- 401K

About Us:
Westover Job Corps is a residential training and employment program administered by the Department of Labor, serving students between the ages of 16-24.

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WINGATE

Where Healthcare and Hospitality Meet

| | |
|---|---|
| Title: | Certified Nurse's Aide |
| Department: | Nursing |
| Reports To: | Unit Manager / Charge Nurse |
| FLSA Status: | Non Exempt |

**JOB PURPOSE**: Provide residents with quality nursing care. Implement specific procedures and programs. Coordinate work within the department, as well as with other departments. Report pertinent information to the immediate supervisor, respond to inquiries or requests for information, and assist the immediate supervisor with tasks to support department operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide ADLs to nursing home residents in accordance to individualized care plan.
- Provide individualized attention, which encourages each resident's ability to maintain or attain the highest practical physical, mental, and psychosocial well-being. Answer residents' call bells promptly and courteously.
- Maintain the comfort, privacy, and dignity of each resident in the delivery of services to them. Interact with residents in a manner that displays warmth and promotes a caring home like environment.
- Fully understand all aspects of residents' rights, including the right to be free of restraints and free of abuse. Responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of resident abuse or violation of residents' rights.
- Assist in maintaining a safe, neat, and clean environment; report environmental deficiencies to the charge nurse such as lighting or equipment problems.
- Protect the personal belongings of each resident. Promptly report missing items according to established policy.
- Observe residents for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel.
- Perform various tasks assigned by the charge nurse including vital signs, residents' weights, applying creams/ointments, collecting specimens, etc.
- Assist with orienting residents and their families to the nursing home upon admission and to the unit when transfers occur.

- Communicate and interact effectively and tactfully with the resident, visitors, families, peers, and supervisors.
- Assist and escort residents for appointments such as beauty shop, activities, etc. Participate in activities and functions as directed.
- Practice efficient use of supplies and linen and follow established charge procedures for resident charge items.
- Complete certified nursing assistant records documenting care provided or other information in keeping with department policies.
- Respond to inquiries relating to his/her particular area or to requests from residents, visitors, other personnel, etc. within given time frames and within established policy.
- Committed to working with residents and families to develop and implement strategies that promote person-centered care.
- Applies "5 Star" customer service approach in all aspects of job.
- Actively supports Wingate's commitment to providing "5 Star" service on all quality objectives, with an emphasis on continual improvement.
- Adheres to all company policies, procedures, and standards of conduct.
- Reports to the appropriate managers any known or suspected violations of policy and procedures, regulations or standards of conduct.
- Performs additional duties as assigned.

**POSITION REQUIREMENTS:**

- High School Diploma/GED
- Successful completion of Nursing Aide Certification Program in accordance with State laws.
- Must hold current Nursing Assistant Certification in state working in.
- Moderate reading, writing, grammar, and mathematics skills.
- Proficient interpersonal relations and communication skills.
- Auditory and visual skills.

**SUPERIVISON OF OTHERS:** No supervision of others. Works under the supervision of Charge Nurse, Nurse Supervisor, Unit Manager and Director of Nursing Services.

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**PHYSICAL DEMANDS**

- Ability to sit, stand, walk, bend intermittently throughout the shift.
- 80% of the shift spent standing or walking.
- Ability to lift, carry and put away supplies weighing up to 50 lbs.
- Occasionally pushes residents, 300 feet, in wheelchair weight up to 250 pounds.
- Ability to perform walking rounds throughout the facility.
- Exposed to infections and odors, including blood and/or body fluids.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**: Most of the work is performed within the confines of the facility; the pace may vary; the job may have many interruptions with the requirement to deal with a great diversity of people and assist them as necessary. Maybe subjected to exposure to infectious waste, diseases, and conditions.

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

| | |
|---|---|
| Title: | Licensed Practical Nurse (LPN) |
| Department: | Nursing |
| Reports To: | Unit Manager, Director of Nursing |
| FLSA Status: | Non-exempt |

**JOB PURPOSE:**

The LPN is responsible for providing professional nursing services as defined in their scope of care to patients under the direction and supervision of a Registered Nurse. Scope of work may be modified by State specific rules under the Nurse Practice Act.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Participates with members of the interdisciplinary team to plan, coordinate and evaluate residents' care.
- Provides direct care and/or assists with care as directed and consistent with their scope of practice and competency. Initiate the SBAR process and collaborate with the RN for assessment and recommendations.
- Documents the resident's condition and nursing needs accurately and in a timely manner. Reports pertinent observations and reactions regarding residents promptly to RN.
- Provides oncoming shift and supervisors with accurate and complete resident status report. Maintains the 24 hour report book.
- Receives and records physicians' orders
- Develops work assignments for Nurse Aides as directed. Provides feedback to Unit Managers regarding

performance of Nurse Aides.

- Reports problems and complaints timely to the Unit Manager or Supervisor.
- Receives and provides accurate and complete resident status report at shift change. Maintains 24 Hr Report Book.
- Assists in data collection for admission, transfer and discharge of residents and provides the information to the Nurse Manager. Completes clinical admission paperwork. Assists with clinical discharge process.
- Serves on and participates in committees as assigned.
- Assures that inventory and supplies are maintained in a clean and safe manner. Communicate needs to housekeeping, maintenance or nutritional services.
- Supports and participates in the center's Performance Improvement initiatives.
- Participates in Survey readiness
- Makes rounds with physicians and other team members as needed. Assist physicians and consultants with special tests or procedures within the scope of state specific nurse practice act and personal clinical competency.
- Participates in resident assessment and care planning activities, reviews and revises residents' assessments and care plans as needed to the extent permitted by state nurse practice act.
- Coordinates residents' care activities and communicates changes to other team members and resident family/significant other.
- Administers treatments
- Reviews, transcribes, communicates and implements physician orders, obtaining RN signature as required by State Regulations.
- Assists with emergencies, administers cardiopulmonary resuscitation.
- Documents care performed and observations of resident status in the clinical record promptly by utilizing standard clinical documentation guidelines as required by Wingate and local, state and federal rules and regulations.
- Monitors completeness and accuracy of own clinical medical record entries and those of assigned LPN and Nurse Aides daily.
- Participates in medication management to promote optimal safety and effectiveness for residents by:
    - Administering medications as ordered, including next scheduled dose following admission/readmission. Notify Supervisor of medications not available.
    - Observing and reporting resident responses to medication
    - Identifying and promptly communicating adverse drug reactions
    - Maintaining narcotic records accurately within scope of practice
    - Responsible for completing medication interchange and insurance prior to authorization as assigned
    - Ordering or arranging for ordering of pharmaceuticals
    - Notifying physicians of automatic stop orders
    - Completes recapitulated physician orders review as assigned
    - Notifying supervisors of discrepancies in drug inventories
    - Cleans, organizes and replenishes supplies on medication/treatment carts after each use and prior to shift change.
- Initiates and assists consultants while providing services. Reviews documentation from consultant visit and follows up on recommendation.
- Assist with follow up on results of qualitative and quantitative medical record audits.
- Communicates and implements pharmacy review/DRR recommendation as assigned.
- Provides individual and/or unit education to residents/families and staff based upon need and within scope of practice.

- Participate in the orientation of new employees.
- Committed to working with residents and families to develop and implement strategies that promote person-centered care.
- Applies “5 Star” customer service approach in all aspects of job.
- Actively supports Wingate’s commitment to providing “5 Star” service on all quality objectives, with an emphasis on continual improvement.
- Adheres to all company policies, procedures, and standards of conduct.
- Reports to the appropriate managers any known or suspected violations of policy and procedures, regulations or standards of conduct.
- Performs additional duties as assigned.

**POSITION REQUIREMENTS:**

- Licensure as a Practical Nurse in states included in service area.
- Graduate of an accredited school of nursing
- 2 years of current experience a long term care preferred
- CPR certification required
- Must have excellent interpersonal, commmunication and organizational skills and must be able to assume a flexible work schedule.

**SUPERIVISON OF OTHERS:** None

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

## Inventory Finance Manager

**Internal & External Search**

**DEPARTMENT:** Supply Chain Finance

**BUILDING:** YCO - Corporate

**HOURS:** Monday – Friday, 8:30 am – 5:00 pm

**STATUS:** Exempt, Full-time

***Job Summary:***

Working as a skilled individual contributor collaboratively across functions, this role will support financial planning & analysis, accounting/Controllership and operational improvements in Yankee Candle's $150 million global inventory investment. It is an ideal opportunity for a candidate with a solid technical accounting/finance foundation who desires a role providing exposure to Supply Chain operations, the company's business model and the related challenges. In specific but not limited to the successful candidate will:

- Ensure appropriate controllership over all inventory accounting matters, including following/strengthening reserve policies and reconciling inventory general ledger accounts to the sub ledger.
- Lead the financial planning & analysis process on inventory. This includes developing forecasts of monthly balances with each forecast cycle through collaboration with business units and production planning, reporting actuals for each cycle with explanations for key variances in terms of inventory balances, turns, and days on hand.
- Lead the biweekly/monthly Inventory Review with the COO and CFO; use the meeting as a forum to identify and raise visibility of business practices that drive inefficient inventory issues and present recommendations to improve. Utilize a "total company" framework to evaluating tradeoffs involving inventory to guide decisions.
- Support the VP Supply Chain Finance with review of new product proposals to identify significant inventory risks and recommend alternatives. Leverage historical sales and inventory data to identify high risk product lines and provide suggestions to mitigate. Attend meetings where new product proposals are discussed with a broad group of stakeholders.
- Develop relationships with key business unit stakeholders to help manage inventory levels. Regularly review excess & obsolete inventory and identify alternatives to address and prevent recurrence.

- Own and standardize processes regarding capitalized inventory variances such as purchase price variance, manufacturing variance, purchased finished goods burden and capitalized freight.
- With support develop and maintain policies, on a variety of inventory accounting topics including excess & obsolescence reserves, variance capitalization, vendor liability management and the standard costing process.
- Drive continuous process improvements, including identifying reporting gaps as they emerge and work through BIS process to develop functional specs, prioritize, test and support implementation.

***Minimum Requirements:***

- Bachelor's of Science or Art in Accounting or Finance, CPA a plus but not required.
- Minimum 5 years of applicable experience in accounting/finance including 2 years in inventory. Operations experience helpful.
- MS Office skills, Microsoft Access and Excel experience required, Oracle experience a plus.
- Ability to multi-task and manage through multiple priorities with diplomacy
- Proven organizational skills, detail-orientation and solid work ethic
- Excellent communication skills, both verbal and written
- Must be able to work independently as well as be part of a team within the matrix environment

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

***Notice:*** This position is subject to a criminal background check and potentially and an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

## National Account Rep, Wholesale

**Internal & External Search**

**DEPARTMENT:** Wholesale

**BUILDING:** YCO - Corporate

**HOURS:** Monday – Friday, 8:30 am – 5:00 pm

**STATUS:** Exempt, Full-time

***Job Summary:***

The National Account Representative implements wholesale channel/ account strategy for assigned accounts in order to meet & exceed sales and profitability plans. Specific focus on meeting customer business plans by directing account team members (internal and external). Implements and guides effective relationship engagement plans with all assigned retailers in support of sales development strategies. Relationship building within YC account teams and external brokers, manufacturer representatives, merchandisers, to understand the account/channel needs as well as the "best practices" to drive profitability and sales for YCC and accounts. In specific, this position will:

- Develop and maintain customer/operations relationships through appropriate customer meetings. Understand customer execution strategies and decision making process and be an advocate for them inside YCC.
- Ensure alignment and accountability with broker, manufacturer representative and/or merchandisers.
- Participate in the development and execution of effective sales/marketing strategies across assigned accounts to achieve all Wholesale sales & revenue goals, while leading dedicated, retail focused customer teams for major accounts. Manage the process of customer presentations from agenda, deck development, to delivery.
- Implement best practice category management initiatives focused on shopper insight development and activation. Analyze & monitor performance vs metrics & recommend adjustments to strategies & tactical execution as necessary.
- Lead the forecasting process with the team to ensure accurate sales and expense planning and communication. Report regularly on progress against those goals and recommend course adjustments as appropriate. Implement customer specific retail execution plans that ensure all retail sales and profit metrics are achieved. Ensure that customer specific input is provided through the Integrated Marketing function in support of the development of all corporate, brand and marketing strategies
- Work with internal YC customer team and external representation (brokers, manufacturer representatives and/or merchandisers) to gauge performance of teams against customer plans and recommend course correction as necessary. Spend time in stores and at customer with and without team to assess execution levels and provide feedback
- Responsible for increasing sales revenue and profit in assigned Food, Drug, Mass and Club accounts utilizing customer focused selling techniques as well as Marketing Techniques. Works with account on ordering, planning and new product introduction.
- Represents the company at industry trade and customer shows.
- Responsible for Customer Promotion Management / Trade Funds management.

***Minimum requirements:***

- Bachelor's degree or equivalent experience
- 5+ years related experience in national account headquarter sales and managing manufacturing representatives/brokers
- Outstanding communication, presentation and partnership skills
- Organized and detail oriented; abilty to multi-task; embraces change and fast-paced environment
- Strategic thought process; persuasive selling approach; disciplined and self-motivated; goal oriented
- Financial acumen to support budgetary responsibilities for accounts
- Proficient in Powerpoint and Excel

Flexibility in work schedule is required including the ability to work extended hours, weekends, and holidays as operational need may require.

***Notice:*** This position is subject to a criminal background check and potentially and an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

## New Business OPS/Project Manager Wholesale

**Internal & External Search**

**DEPARTMENT:** Wholesale

**BUILDING:** YCO - Corporate

**HOURS:** Monday – Friday, 8:30 am – 5:00 pm

**STATUS:** Exempt, Full-time

***Job Summary:***

This position will be responsible for analyzing prospective customer' supplier guidelines and related documents and determining efficient order fulfillment and related operations for wholesale and gift account customers. Serves as lead point of contact related to new customer as well as wholesale operations project requirements and on-boarding timelines. Manages assigned research assistant staff. Duties will include:

***Responsibilities:***

- Responsible for analyzing new and prospective wholesale order fulfillment and related requirements.
- Responsible for developing new or adapting existing processes to ensure assigned wholesale projects meet or exceed YCC initiatives and timetables.
- Leads wholesale project teams in collaboration with internal/external business partner in order to gain efficiencies and streamline wholesale operations.
- Interfaces with internal business partners (national account sales management, logistics, business information systems, legal and finance) to gather and evaluate feedback on requirements, determining order processing, EDI and supply chain issues.
- Identifies, reports on and resolves issues that could prevent or delay achieving the desired rollout date. Communicates directly with external business partners at national accounts to clarify requirements ensuring rollout timelines are met.
- Reviews research of new dealer applications against current wholesale customer locations and Yankee retail stores and evaluates/makes recommendations (approve/deny) to new development sales team.
- Responsible for new customer order fulfillment requirement documentation in salesforce information system. Monitors and ensures master file set-up has been accurately maintained in system by staff.
- Manages assigned staff; develops and maintains standard operating procedures manual ensuring consistency in the new account set-up process for both national and gift accounts.
-

***Minimum Requirements:***

- Bachelor's Degree or equivalent work experience
- 3-5 years customer service management experience
- Strong interpersonal and analytical skills
- Strong written and verbal communication skills
- Proficient with current computer technology including ms office applications
- Demonstrated attention to details**,** organized and efficient
- Project management skills.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

***Notice:***

This position is subject to a criminal background check and potentially and an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

## Sales Manager, Wholesale

**Internal & External Search**

**DEPARTMENT:** Wholesale

**BUILDING:** YCO - Corporate

**HOURS:** Monday – Friday, 8:30 am – 5:00 pm

**STATUS:** Exempt, Full-time

***Job Summary:***

The Sales Manager, Wholesale is responsible for leading and executing Wholesale channel/ account strategy for assigned accounts in order to meet & exceed sales and profitability plans under the guidance of the Director of Division Sales, Wholesale. Specific focus on meeting customer business plans by directing sales team members. Implements and guides effective relationship engagement plans with assigned retailers in support of sales development strategies. This individual works with all areas of the business to understand the needs as well as the "best practices" for each area. They will build external relationship within channel/ accounts to drive profitability and sales for YCC and accounts. Experience with independent retailers preferred. In specific, this position will:

- Create effective sales/marketing strategies across assigned accounts to achieve all Wholesale sales & revenue goals, while creating & leading dedicated, retail focused, customer teams for major accounts. Develop strategic customer business plans for channels/accounts. Drive independent retailer's growth and success.
- Nurture customer/operations relationships through appropriate customer meetings. Understand major customer execution strategies and decision making process and be an advocate for them inside YCC. Ensures alignment and accountability with both Broker and Direct Sales Force.
- Implement best practice category management initiatives focused on shopper insight development and activation. Analyze & monitor performance vs metrics & adjust strategies & tactical execution as necessary.
- Continuously assesses execution performance and coach team/broker to improve/course correct to ensure delivery of net sales growth
- Develop and implement customer specific retail execution plans that ensure all retail sales (Wholesale customers) and profit metrics are achieved. Ensure that customer specific input is provided through the Integrated Marketing function in support of the development of all corporate, brand and marketing strategies. Develop and help manage the Customer P&L's for channels/accounts to ensure that YCC profitability goals are achieved.

- Build effective relationships with peers and customers via industry associations and networking with other companies in home space
- Manages assigned staff. Hires, trains, coaches/develops and manages employees' performance including providing regular feedback (both positive and remedial), performance appraisals and salary administration. Represent the company in communicating policies and ensures a safe environment.
- Attends trade shows as necessary

***Minimum requirements:***

- 3-5 years of experience in an inside sales environment with proven experience and ability to build strong, long-term relationships internally/externally; financial acumen/analytical abilities
- Excellent presentation and communication skills; strong attention to details, excellent follow through and organizational skills; pro-active, enthusiastic, creative
- Self-motivated in achieving sales goals; proficient in MS Word, Excel and Power Point

Flexibility in work schedule is required including the ability to work extended hours, weekends, and holidays as operational need may require.

***Notice:*** This position is subject to a criminal background check and potentially and an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

*SPRINGFIELD*

**Administration**

- 1073 DIRECTOR OF GRANTS_MONDAY TO FRIDAY_9 AM TO 5 PM_FT
    - Apply here.

*SPRINGFIELD*

**Teen Parenting Program**

- 1032 DIRECTOR OF PARENT SUPPORT PROGRAMS
    - Apply here.

- 1074 - DIRECT SERVICE ADVOCATE_MONDAY - FRIDAY_6 PM TO 11 PM (PT)
    - Apply here.

*SPRINGFIELD*

**Supportive Services**

- 1012 CHILD AND FAMILY COUNSELOR-SHELTER BASED - MONDAY - FRIDAY (HOURS WILL VARY) FT
    - Apply here.

- 1047 CHILD AND FAMILY COUNSELOR-COMMUNITY BASED - MONDAY-FRIDAY (HOURS WILL VARY) FT
    - Apply here.

*SPRINGFIELD*

**Survivor Outreach and Advocacy Services**

- 1070 OVW JFF VISITATION COMMUNITY ADVOCATE - MONDAY - FRIDAY (9A TO 5P) FT
    - Apply here.

- 1075 - SAFEPLAN ADVOCATE_BELCHERTOWN PROBATE & FAMILY COURT_8:30A-4:30P (FT)
    - Apply here.

*SPRINGFIELD*

**Teen Parenting Program**

- 1055 - RELIEF DIRECT SERVICE ADVOCATE_ALL SHIFTS (PT)
    - Apply here.

*HOLYOKE*

**Teen Parenting Program**

- 1054 - RELIEF DIRECT SERVICE ADVOCATE_2ND SHIFT HOURS_3 PM TO 11 PM (PT)
    - Apply here.

## Elms Career Center Spring Semester Events

Stay updated on Elms Career Center events on www.facebook.com/elmscareers

| SPRING EVENTS | TIME | DATE | LOCATION | HOST | DESCRIPTION |
|---|---|---|---|---|---|
| Elms RESUMANIA | 12:15—1:15 pm | Monday, January 30 | FDR | Career Center | Tune-up or build your resume with professional resume experts. |
| International Etiquette Dinner and Chef Bill Cooking Demo | 4:30—6:30 pm | Wednesday, February 15 | Dooley Center Dining Annex | Career Center & International Programs | Spend the evening on etiquette and meeting Chef Bill for a Cooking Demo! |
| Elms Networking Evening with the Chamber of Commerce | 4:30—6:30 pm | Wednesday, February 22 | Berchmans Rotunda | Career Center & MBA Department | Dress your best and enjoy an evening of networking with businesses and business owners! |
| Elms RESUMANIA | 12:15—1:15 pm | Wednesday, March 15 | FDR | Career Center | Want to capture the attention of employers? Learn how to make your resume stand out! |
| **CAREER FAIR** College Career Centers of Western Massachusetts | 11:45 am–3:30 pm | Wednesday, March 29 | Western New England University | Western New England, Elms and area colleges | Network with 100 employers from the region at Western New England University. |
| SENIOR MOCK JOB INTERVIEWS | IN APRIL | OPEN TIMES FOR SENIORS | Career Center | Career Center & Region Employers | Practice makes perfect for the job interview! Details to come. |
| CIT and Business Career Panel | IN APRIL | To be determined | CHNS | Career Center | Meet experts in CIT and Business and find out about jobs. |

Elms Career Center email: careers@elms.edu or call 413-265-2272

Elms College Career Center/Student Affairs Office will provide bus transportation to the:

College Career Centers of Western Massachusetts