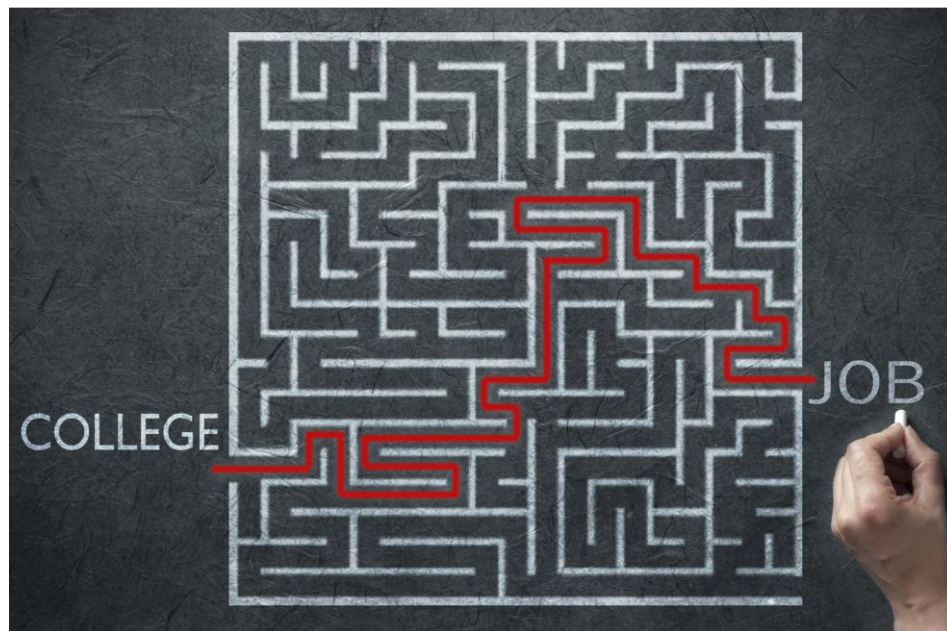


**ELMS**  
COLLEGE

**CAREER  
SERVICES**

## JOB AND CAREER E-BLAST

Let us help you navigate your career options. Review this new e-publication the Elms Office of Career Services will publish regularly featuring employer postings. In this e-blast the Elms Career Services 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](mailto:careers@elms.edu) if you have a job opportunity you would like the Elms Office of Career Services to feature to help our students and alumni navigate their careers.

**Elms College, Office of Career Services**  
**Center for Student Success, Alumnae Library, 2<sup>nd</sup> Floor**  
 291 Springfield Street  
 Chicopee, MA 01013  
 413-265-2272  
 Career Appointments: [careers@elms.edu](mailto:careers@elms.edu)



[facebook.com/elmscareers](https://facebook.com/elmscareers)

@ElmsCareers

December, 2017



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**Disclaimer:** 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 Office of Career Services 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 Office of Career Services 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.



*Developing Golf's  
Next Generation*

The American Junior Golf Association would like to partner with you to share opportunities with individuals interested in a career in the golf and/or sports industry. By working together, we can provide growth within the industry, create a diverse community and help each other succeed.

The backbone of the AJGA is its internship program. Each year we employ 100 interns to help us run our junior golf tournaments and/or work in-house at the AJGA National Headquarters. Our internship program is an excellent training ground for tournament operations and media relations. We hire and train hard working, motivated and positive problem solvers who make a difference in our organization and the industry.

The AJGA is committed to helping our interns further their career goals both within our organization and with our partners within the industry. We would love for you to share our internship opportunity to students. Students may visit [www.ajga.org/careers](http://www.ajga.org/careers) for the online application.

A few important items to note:

- We are looking to fill our summer internship only.
- Applicants must be 21 years of age by the start of the internship (dates are on the website).
- Deadline Dates: Summer Internship – January 10 – The sooner an application is submitted, interviews and decision making process can begin.
- Internship Video: <https://www.youtube.com/watch?v=7t0uAbbLsMk&feature=youtu.be>
- The application is open on our website currently.
- We have posted to your school already, but would love for you to share the opportunity again if possible!

**To Apply Contact: Lauren Shelly, Director of Recruiting & Special Events**

American Junior Golf Association

[1980 Sports Club Drive](#)

[Braselton, GA 30517](#)

[\(770\) 868-4200](#) (o) | [\(770\) 298-4411](#) (m)

[lshelly@ajga.org](mailto:lshelly@ajga.org)



DIAL/SELF AmeriCorps program, a service program hosted out of Greenfield and sponsored by DIAL/SELF Youth and Community Services.

We're currently hiring one half-term member for a commitment beginning in January and ending in late June - this is a 6-month full-time service position as **AmeriCorps Site Coordination Assistant** at the **Collaborative for Educational Services 21st Century Community Learning Centers**. We've also opened applications for our full-time, 10-month service term beginning in August of 2018 and running through June of 2019.

We're looking for Corps members who are passionate about education, youth, the arts and social justice to join the DIAL/SELF AmeriCorps Team!

DIAL/SELF AmeriCorps members create positive youth development opportunities in schools and local agencies throughout the Pioneer Valley of Western MA. AmeriCorps members use a creative, collaborative, student-centered approach to support young people's autonomy, belonging and personal learning aspirations. Members gain practical experience and build leadership skills that transfer across careers and vocations, particularly those related to education, youth work, arts, social justice, nonprofits and community work.

I would be grateful if you could pass this information along to the students you work with, particularly recent graduates and those who will be graduating after this semester and are looking for ways to **continue their engagement** in the Pioneer Valley.

Interested parties can contact me via email at [cpalmer@dialself.org](mailto:cpalmer@dialself.org), via email with our Member Coordinator Allison Scott at [ascott@dialself.org](mailto:ascott@dialself.org), or by visiting our website at [dialself.org](http://dialself.org) and viewing our application process online.

Caroline Palmer

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Caroline Palmer  
 AmeriCorps Community Engagement Specialist  
[\(413\) 774-7054 x 140](tel:4137747054x140)

DIAL/SELF Youth & Community Services  
[196 Federal St. Greenfield, MA 01301](http://196FederalSt.Greenfield.MA.01301)

Self-expression and self-identification are some of my professional and personal values. I use the pronouns she and her.



Berkshire Family and Individual Resources (BFAIR) is currently looking

## **DIRECT CARE STAFF**

Join our residential teams in our group homes located throughout Berkshire County.

### **The Direct Care Staff's primarily responsibilities include:**

- \*Provides various supports to individuals under the ABI or MFP waiver programs in a group home setting
- \*Assists individuals in all areas of daily living including personal care, housekeeping, cooking, and recreational activities
- \*Works closely with individuals to help them to become as independent as possible and to meet their own personal goals
- \*Assists individuals to find and participate in community activities they enjoy while encouraging community membership as well as pursuing individual interest.

Applicants must:

- \*Be 18 years of age or older
- \*Have a high school diploma/GED
- \*Possess a valid Driver's License and vehicle
- \*Must meet standards outlined in Safe Driver Policy.

Full and comprehensive training is provided. Weekend hours are required for most positions. information visit our [www.bfair.org](http://www.bfair.org). Please include preferred shift in cover letter when applying. [www.bfair.org](http://www.bfair.org). Please include preferred shift in cover letter when applying. preferred shift in cover letter when applying.

Melanie Moran  
 Recruiting Manager  
 BFAIR  
 771 South Church Street  
 North Adams, MA 0  
[\(413\) 664-9382 Ext. 41mmoran@bfair.org](mailto:41mmoran@bfair.org)



### **Facilities Director at Behavioral Health Network**

Combine your interpersonal and facilities maintenance skills into your next career move!

Become a valued member of our team of competent and compassionate professionals as the Facilities Director at Behavioral Health Network! The Facilities Director maintains an overview of all maintenance needs at BHN and communicates with the Facilities Manager and key stakeholders regarding those needs. In conjunction with the CEO, they consider the long-term needs of the facilities, plan and lead the strategic goals, policies, and procedures of the Facilities Department, and keep the CEO informed of project status and development. The Facilities Director ensures that these policies and procedures are followed, that the work done is up to standards, and that the department adjusts to changes in the external and internal environment.

Considering BHN's need to contain costs, the Facilities Director produces annually a department budget, a projection of project expenditures and major facilities purchases, and a growth/operation plan for the Facilities Department. Alongside the Facilities Manager, they oversee use and payment of contractors and certain vendors by arranging for them to do work for BHN and ensuring the work is done correctly. Additionally, they manage inspections from entities including city building officials, program funding sources, and state licensing officials and work to correct any deficiencies as needed.

The Facilities Director uses their leadership skills and experience managing a crew, overseeing staffing in the department, hiring, disciplining, and terminating staff, and ensuring the coverage of department needs. They manage small construction projects, supervise the Facilities Manager, and cover the position when the Facilities Manager is out. Although we have emergency and on-call coverage provided by Facilities Technicians, the Facilities Director must be willing to respond as needed for emergencies and crisis situations which may arise at any time. The Facilities Director is always on-call and may need to be the primary person for a certain category of problems at the Liberty St buildings, such as HVAC breakdowns.

This is an opportunity to do meaningful work while broadening your knowledge of most aspects of building maintenance and operation in both residential and commercial settings.

Behavioral Health Network is a growing non-profit community behavioral health agency that has been providing services to children, adults, families and communities in Western Massachusetts since 1938. BHN provides comprehensive, outcome-driven behavioral health care. We are dedicated to offering high quality, affordable and culturally appropriate care to people of all ages and income levels in our constituent communities.

The Facilities Director at Behavioral Health Network has the following qualities:

- Extensive knowledge of residential and commercial construction and building technology including but not limited to plumbing, HVAC, fire suppression, fire alarm, data, phone, and electrical systems.

- Broad knowledge of and experience with repair techniques.
- Ability to work in fast-paced and/or stressful environments when needed.
- Ability to organize people and tasks efficiently and with good use of the varying skills of the team.
- Ability to estimate construction and repair costs and keep them contained.
- A degree of creativity and flexibility (required).
- Able to exercise independent judgment to plan and accomplish goals.
- Sensitivity to people and circumstances and a customer service orientation.
- Ability to strike an appropriate balance between service to others in the agency and the maintenance of good boundaries considering the limits of department resources.
- Excellent interpersonal and communication skills with staff at all levels and individuals served by BHN.
- Proficiency in use of all office equipment (copier, fax, PC, printers, and scanners) as well as Microsoft Office suite.
- A minimum of 5 years of experience in a supervisory role in a related setting (required); 8 years of related experience (preferred).
- A minimum of 5 years' experience in construction or maintenance fields (required).
- High school diploma or equivalent.
- Valid driver's license (required).
- Good driving record.

If you are interested in this position, please visit our website at [www.bhninc.org](http://www.bhninc.org) and click on "Work Here and Make a Difference" to apply!



## **Team Leader at Behavioral Health Network**

### **Integration Program**

Make a difference in someone's life by helping them coordinate their behavioral health and medical care!

Become a part of a team of competent and caring professionals as a Team Leader in the Primary Care Behavioral Health Integration Program at the Behavioral Health Network! As a leader in the program, the Team Leader ensures the provision of high-quality care to all individuals served in the program. Through assessments, consultations, short term therapy and the coordination of care, we assist individuals and families with behavioral health and/or or substance abuse concerns to navigate the health care system and improve their health outcomes. The Team Leader also provides supervision, training and support to an integrated team of clinicians and care coordinators.

A part of BHN's Integration program, Primary Care Behavioral Health has the goal of integrating behavioral health services to improve the health outcomes of the individuals we serve. PCBH provides targeted, flexible behavioral health support in the primary care setting through treatment that is person-centered, evidence-informed, and focused on collaborate goal-setting. As a part of the BHN team you will receive the leadership and clinical training needed to support our staff and the individuals we serve. BHN is a growing organization with opportunities for professional growth and advancement.

Behavioral Health Network is a growing non-profit community behavioral health agency that has been providing services to children, adults, families and communities in Western Massachusetts since 1938. BHN provides comprehensive, outcome-driven behavioral health care. We are dedicated to offering high quality, affordable and culturally appropriate care to people of all ages and income levels in our constituent communities.

A Team Leader in the Primary Care Behavioral Health program at Behavioral Health Network has the following qualities:

- Knowledge of mental illness, the interface between mental health and medical conditions and systems, substance abuse and care management.
- Familiarity with internet, word processing and emails systems.
- Master's Degree or higher in Psychology, Social Work, Mental Health Counseling, or Marriage & Family Therapy (required).
- Bilingual (Spanish/English) is preferred, but not required.
- A minimum of two years' experience working with the above populations.
- One year of previous supervisory experience.
- An independent license at the practice level (LICSW, LMHC, PhD) is preferred, but not required.

If you are interested in this opportunity, please visit our website at [www.bhninc.org](http://www.bhninc.org) and click on "Work Here and Make a Difference" to apply





## **Family Social Worker at Behavioral Health Network**

Empower and support families in their mental health and substance abuse treatments! Join our team of competent and compassionate professionals as a Family Social Worker in the new MISSION Hope program at Behavioral Health Network! Family Social Workers engage in the education and orientation of individuals and families affected by substance use disorders to provide the best options for continued treatment, including medication assisted treatment and individual and group therapy. Engaging in evidence-based practice, they complete clinical assessments using ASAM criteria and provide ongoing case coordination for individuals for up to a year. Family Support Workers submit data reports to the Bureau of Substance Abuse Services and ensure that individuals served are enrolled in an insurance program. They also develop and maintain referral networks for clients to continue their engagement in treatment after they complete their care through MISSION Hope.

The MISSION Hope program at Behavioral Health Network is designed to empower parents, caregivers, and families towards recovery from mental health and substance use disorders. We provide families with evidence-based individual, child, and family-centered treatment, and supportive services tailored to their unique family needs. Working in collaboration with diverse community partners, we are committed to supporting families on their road to stability and enhancing family functioning and preservation. Behavioral Health Network is a growing non-profit community behavioral health agency that has been providing services to children, adults, families and communities in Western Massachusetts since 1938. BHN provides comprehensive, outcome-driven behavioral health care. We are dedicated to offering high quality, affordable and culturally appropriate care to people of all ages and income levels in our constituent communities.

Family Social Workers in the MISSION Hope program at BHN have the following qualities:

- Ability to collaborate with other care givers.
- Ability to advocate for clients.
- Working knowledge of ethics and legal parameters of working with substance abuse clients.
- Knowledge of medication assisted treatment (required).
- Familiarity with Franklin County social service resources and service delivery system.
- Master's Degree with an independent level licensure (LICSW or LIMHC).
- Clinical experience with dual diagnosis including substance use disorders.
- Bilingual in Spanish and English (preferred).
- Experience with family system theory social work.
- Familiarity with Internet, Word processing and email systems (required).
- Familiarity with the Franklin County and North Quabbin area (preferred).
- Strong community relationships in the region and previous experience working in Massachusetts community based mental health and substance abuse treatment programs (strongly preferred).
- Valid driver's license.
- If you are interested in this opportunity, please visit our website at [www.bhninc.org](http://www.bhninc.org) and click on "Work Here and Make a Difference" to apply!



### **Nurse at Behavioral Health Network**

Apply your nursing expertise to aid and support those in recovery from substance use receive individualized care!

Become a part of our team of competent and compassionate professionals as a Nurse in the new MISSION Hope program at Behavioral Health Network! Nurses at BHN are advocates for the individuals that we serve and understand, empathize, and work with those struggling with substance use disorders. They develop individualized care plans using the nursing diagnosis and the individuals' condition and conduct random drug testing, as well as provide nursing interventions as established in care plans including educating and collaborating with individuals and their families. Nurses gather data using their knowledge of biophysical, psychosocial, and spiritual dimensions and appropriate assessment techniques and evaluate individuals' responses to intervention and progress towards established outcomes. Within this position, Nurses adhere to BHN's established work expectations and maintain collaborative relationships with other members of the care team. At all times, Nurses demonstrate their accountability for professional practice, growth, and development.

The MISSION Hope program at Behavioral Health Network is designed to empower parents, caregivers, and families towards recovery from mental health and substance use disorders. We provide families with evidence-based individual, child, and family-centered treatment, and supportive services tailored to their unique family needs. Working in collaboration with diverse community partners, we are committed to supporting families on their road to stability and enhancing family functioning and preservation. Behavioral Health Network is a growing non-profit community behavioral health agency that has been providing services to children, adults, families and communities in Western Massachusetts since 1938. BHN provides comprehensive, outcome-driven behavioral health care. We are dedicated to offering high quality, affordable and culturally appropriate care to people of all ages and income levels in our constituent communities.

Nurses at BHN's MISSION Hope program have the following qualities:

- Proficiency in applying the nursing process to individuals and families.
- Leadership skills and ability in the coordination of individual care and unit activities.
- Ability to collaborate with other care givers.
- Ability to delegate to peers and other care givers consistent with their level of expertise.
- Knowledge of quality assurance standards and CARF standards.
- Ability to advocate for clients.
- Working knowledge of ethics and legal parameters of working with substance abuse clients.

- Knowledge of medication assisted treatment (required).
- Familiarity with Franklin County social service resources and service delivery system.
- Bachelor's or Associate's Degree (preferred) or Diploma/ Degree in Nursing.
- Current Nursing License by the Massachusetts Board of Registration.
- Minimum of one year nursing experience (preferred).

If you are interested in this position, please visit our website at [www.bhninc.org](http://www.bhninc.org) and click on "Work Here and Make a Difference" to apply!



### 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.

### Career Opportunities - November 3, 2017

The following require a HS Diploma/GED and may require additional education/experience as notated:

#### Case Worker - Part-Time in Pittsfield

- This position will provide case management for the residents of the new Women's Recovery Home in our Addiction Treatment Program. Position requires 3-5 years of experience, preferably in addiction treatment OR a Bachelor's Degree in a Human Services-related field.

#### Client Services Support - Full-Time in Pittsfield

- These positions provide clerical/front desk support to the Child and Adolescent Community Service Agency weekday mid-shift and weekdays 1<sup>st</sup> shift in the Outpatient Program. Duties include copying, filing, typing, data entry and other general clerical duties; Positions also provide medical records and intake support. 1-3 years prior switchboard/receptionist office experience required; Medical Office experience preferred.

#### Community Based Recovery Facilitator/Case Worker - 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 Based Recovery Facilitator - Dual- Diagnosis Specialist - Full-Time in Pittsfield

- This position will actively work with hope and optimism with persons-served in the community/homes to promote independence, skill building and personal goals; Attend 12-step meetings with persons-served and develop/implement sober community activities; Facilitation of groups to address substance abuse issues. This position requires a 4-year degree or 3-5 years human services experience working with persons dually-diagnosed.

#### Direct Care Specialist - Therapeutic Training and Support and Options For Youth - 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 a High School Diploma or equivalent and two years of experience working with the Child/Adolescent population; 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 preferred. Either educational level must meet requirements as stipulated in the CBHI approved listing of degrees that meet HCE credentialing criteria.

#### Direct Care Support/Recovery Facilitators and Specialists - Full-Time, Part-Time and Per-Diem in Pittsfield and North Adams

- Provides assistance in the population living with a chronic behavioral health disorder with daily living activities, passing medications in accordance with HAP, while providing outreach as needed. Available in our Acute Services, Addiction Services, Community Based Supports and Child and Adolescent Programs. All positions require 7-days, 24-hours flexibility and a driver's license with use of an insured vehicle. A 4-year degree in Human Services or a related field OR 3-5 years Human Services experience required for Specialist positions.

**Peer Mentor - Part-Time in Pittsfield**

- This position actively supports and assists youth in experiencing success and satisfaction by improving their quality of life by modeling, being an active listener, and sharing the reality of wellness and recovery. The Peer Mentor will promote person-centered self determination and decision making through the use of their own recovery stories and lived experience. *This position requires 6 months to a year of recovery with lived-experience with a behavioral health disorder.*

**Peer Support Worker - Full-Time in Pittsfield**

- This position assists individuals with mental health conditions and/or addiction and facilitates those individuals' experience of success and satisfaction in living, learning and socializing. *Individuals with "lived-experience" and in recovery from a behavioral health disorder a requirement.*

**Program Assistant(s) - Per-Diem in North Adams and Pittsfield**

- In our Adult Day Health Program, these positions direct recreational and physical activities; provide assistance to participants in daily living and provide rehabilitative and maintenance services according to participants care plan. *3 years of recent experience working with the elderly or chronically disabled and First Aid and CPR Certification required.*

**Shift Coordinator - Community Services - Full-Time in Pittsfield**

- This position is responsible for oversight of the evening residential shifts 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. *This position requires a bachelor's in Human Services AND/OR 5 years Human Services experience.*

**Site Supervisor - Child Crisis Stabilization Unit - Full-Time in Pittsfield**

- This position includes a combination of work in a residential environment, coupled with directly assisting the Child Crisis Stabilization Unit Program Coordinator with the facilitation of structured and therapeutically-informed programming. This position serves as the immediate supervisor to direct care staff, while facilitating the professional development of the staff with the delivery of consistent, structured therapeutic services to youth and families. *This position requires at least 5 years of experience working with children/adolescents in a clinical setting.*

**Site Supervisor - Community Services - Full-Time in Pittsfield**

- This position includes responsibility for site operations and Recovery Facilitator staff development, staff supervision and implementation of treatment plans. *This position requires an Associates or Bachelor's Degree in a Human Services-related field of four years of related experience.*

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

**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.*

**Crisis Triage Coordinator - Part-Time in Pittsfield**

- This position is responsible for triaging incoming calls, dispatching clinicians as needed, maintaining on-call schedules and providing additional support to the Acute Services staff. *This position requires previous reception/office support experience and a Bachelor's Degree in a related field.*

**Peer Specialist - Full-Time in Pittsfield**

- This position provides a safe, intensely-supervised and supportive therapeutic environment for children/adolescents needing acute crisis stabilization, while implementing an individualized treatment plan for each consumer. *Individuals with experience working with families with a child under the age of 21 required - personal, "lived*



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 - South 40 Therapeutic Day Services in - Part-Time in North Adams**

- These positions provide Behavioral Health Treatment, Case management, Therapeutic Recreational services, coordination of family meetings, intake assessments, maintaining of collateral contacts with providers and clinical oversight in Day Services.

**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 1<sup>st</sup> week of employment.

**In-Home Therapist - Child and Adolescent Services - Full-Time in Pittsfield**

- These positions provide mental health and addiction treatment services to children and families within Berkshire County. Services are provided on an outreach basis. These positions require license-eligibility and one year of post-degree experience.

**Medical Behavioral Health Clinician - Full-Time in Pittsfield**

- This position 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 in Pittsfield. Requires Social Work license-eligibility.

**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.

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

**Licensed Practical Nurse - Respite - Full-Time in Pittsfield**

- This weekday, 1<sup>st</sup> shift position provides psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general health care of the Respite Program persons-served. The nurses also complete nursing assessments, referrals, and play an integral role within the psychiatric/medical team.

#### **Licensed Practical Nurse(s) or Registered Nurse(s) - Crisis Stabilization Unit - Full-Time in Pittsfield**

- This weekday, 2<sup>nd</sup> shift position and weekend, double 1<sup>st</sup> and 2<sup>nd</sup> shift position 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.

#### **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) and the Therapeutic Day Services. 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.

#### **Occupational Therapist - Consultant - Fee-For-Service in Pittsfield**

- This position provides Occupational Therapy consultation to the Child/Adolescent population-served in The Continuum Program on a fee-for-service, per-diem basis.

#### **Registered Nurses and Licensed Practical Nurses - Per-Diem - Crisis Stabilization Unit in Pittsfield and Adult Day Health in Pittsfield and North Adams**

- 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 persons-served. The nurses also complete nursing assessments, referrals, and play an integral role within the psychiatric/medical team. Nursing positions require flexible availability to include some nights and weekends.

The following positions will be hired as temporary:

#### **Office-Based Opioid Treatment Registered Nurse Case Manager - Full-Time - Temporary - Berkshire County-wide**

- This TEMPORARY position will provide skilled nursing care, case management and coordination of the plan of care for those being treated for opioid use disorder. In close collaboration with the buprenorphine certified physicians, in-house behavioral health providers and our partners in the community, the RN Case Manager will provide and coordinate the daily and long-term care of patients in recovery. Case management experience strongly preferred with experience in substance use disorder treatment services. Also, weekly travel to Great Barrington and North Adams locations is required.

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

**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).

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For more information on benefits available and to apply, please visit [www.briencenter.org](http://www.briencenter.org)

*A pre-employment CORI and RMV background check are required.  
The Brien Center is an Affirmative Action/Equal Opportunity Employer*





Open Position  
**Donor Relations Manager**  
 November 2017

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**The Full Frame Initiative (FFI)** is a national social change organization that partners with pioneering organizations, systems and communities across the country to fundamentally shift their focus from fixing problems to fostering wellbeing – the needs and experiences essential for health and hope. Together, we are creating possibilities for lasting change in people’s lives and sparking a broader movement that replaces poverty, violence, trauma and oppression with wellbeing and justice. Learn more on our [website](#).

### Description of Position

FFI’s fast growth—doubling in size and budget every two to three years—requires new staff, new partners and new funders. Our revenue comes from a blend of private philanthropy, earned income and government contracts, and the percentage of our funding that comes from high net worth individuals is expected to grow significantly in the coming years. We have created a new position on our team for the person who will provide high level support and project management for our strategy to dramatically increase individual philanthropic giving.

The Donor Relations Manager plays a pivotal role by proactively managing the donor relationship process including recruitment and cultivation of new major donors and stewardship and retention of current individual donors. The position is responsible for conducting research and assisting in the development of donor cultivation and relationship building strategies; preparing briefing materials for the CEO and board members in advance of meetings with donors and prospective donors; collaborating with the communications team on high quality, compelling materials for donor meetings; creating systems for and maintaining records and reports; and communicating key information about success or stalls to those who need it. This position works very closely with FFI’s founder and CEO, and with the Special Assistant to the CEO to meet the organization’s strategic fundraising goals.

Candidates for the position of Donor Relations Manager should have a Bachelor’s Degree and three to five years experience in development and prospect research. Consideration will be given to candidates who do not have this experience, yet have a demonstrated ability to be relentlessly curious and highly relational. The position requires knowledge of best practices for development infrastructure, including development information systems, planning, and campaign tracking and management. Candidates should have a demonstrated capacity to investigate, analyze, and synthesize large quantities of data into a user-friendly and concise format. Proficiency in CRM or donor relations software is necessary; experience with Salesforce for Nonprofits is preferred.

Competitive candidates have experience building internal and external relationships across a diverse set of stakeholders; strong experience with project management and problem solving; command of Google





## Recruiter

The Gándara Center, based in West Springfield, has been providing culturally sensitive behavioral health, substance use, prevention, and educational services to the region since 1977. The agency was founded to advocate and provide for equal services in the Hispanic community. Today, the Gándara Center serves a diverse multicultural clientele in more than 45 locations across Massachusetts and its family-centered and community-based approach reaches more than 13,500 children, families, and adults every year.

### Responsibilities

- Recruiting staff for multiple locations throughout Massachusetts
- Schedule and attend job fairs
- Assist in the interviewing, background checking and credentialing of potential employees
- Establish relationships with colleges, universities and recruiting sources
- Establish retention initiatives for current employees
- Assist with social media efforts
- Post job opportunities on multiple recruiting websites
- Work as part of the Human Resource team in other phases of Human Resources

### Skills and Qualifications

- Associate's degree in Human Resources or Marketing
- Recruiting, Marketing or general Human Resources
- 2-3 years recruiting experience
- Ability to work independently and as part of a team
- Ability to work in a fast-paced environment, prioritize and multi task
- Spanish / English bilingual language skills strongly preferred

### BENEFITS

- Retirement Plan 403(b)
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid vacations
- 11 paid holidays & 8 discretionary days a year



## Licensed Clinician

Gandara Center provides residential, mental health, substance abuse and preventive services for children, adults and families across the Pioneer Valley of Massachusetts. Founded in the Hispanic community, we value cultural diversity and strive to provide culturally competent, innovative services to a diverse community. Gandara Center's mission is to promote the well-being of Hispanics, African Americans, and other culturally diverse populations through innovative culturally competent behavioral health, prevention, and education services. Established in 1977 The Gandara Center provides outpatient mental health and substance use services to the growing and largely underserved Hispanic community in Western Massachusetts. Gandara Center serves more than 10,000 people from all backgrounds per year at 45 locations across the state of Massachusetts. The Gandara Center provides a progressive, team-based environment with many exciting job opportunities. Are you ready to work in an environment where caring is a way of life? Come join the Gandara Center today to be on your way to a rewarding career!

**General Description:** The Clinician shall perform trauma-informed intakes, and conduct the intake, screening and assessment functions for families members experiencing CRA (Children Requiring Assistance) related issues. The Clinician works hand in hand with the Family Partner and are both housed within the Family Resource Center.

### Duties:

- The Clinician is responsible for completing the modified CANS, as well as other identified supplemental behavioral needs assessments.
- The Clinician oversees the development of the Family Support Plan
- Provides ongoing supervision and case management oversight to the Family Partner.
- Participate in quality assurance and program evaluation for the programs. Participate in the planning of community and Coalition events.
- Facilitate family and parenting support groups.
- Represent the Family Resource Center in community and statewide networking and educational opportunities.
- Participate in FRC team meetings and planning retreats.
- The Clinician may work with all family members who are involved with the FRC, however, family members experiencing CRA related issues are prioritized for services.
- Other duties as requested and assigned by the FRC Program Manager and FRC Program Director.

### Qualifications/Requirements:

- Ability to work with diverse populations in a community-based setting using a family-centered, strength based approach. Availability to work some evenings and 2 weekends of the month.
- Candidates with some background of working with families are strongly encouraged to apply. Bilingual, especially in Spanish. Master's Degree and Clinical License; LCSW, LICSW or LMHC required.
- Valid driver's license and access to a vehicle required.



## Therapeutic Mentor Supervisor

The Gándara Center, based in West Springfield, has been providing culturally sensitive behavioral health, substance use, prevention, and educational services to the region since 1977. The agency was founded to advocate and provide for equal services in the Hispanic community. Today, the Gándara Center serves a diverse multicultural clientele in more than 45 locations across Massachusetts and its family-centered and community-based approach reaches more than 13,500 children, families, and adults every year.

**Job Description:** Provide individual and group supervision and training to Therapeutic Mentors that work one-to-one with children and youth in their communities. Therapeutic Mentors support and coach youth in age appropriate behaviors, interpersonal communication, problem solving and conflict resolution, and relating appropriately to other children and adolescents, as well as adults, in recreational and social activities.

### Duties:

- Meet with all assigned Therapeutic Mentors individually to provide supervision (administrative, clinical, and/or reflective) once a week.
- Review required paperwork, progress notes, and files according to the TM Performance Specifications and the agency's policies.
- Attend and participate (if needed) in TM group meetings and trainings.
- Collaborate in the organization of fundraisers and trainings/group meetings.
- Approve time sheets biweekly.
- Evaluate staff's job performance every 6 months or yearly.
- Ensure quality of service is provided by staff and manage problems with families if needed (calls or visits).
- Assign cases to staff according to the client's needs, caregiver's requests, the TM waitlist, and the TM's caseload.
- Provide individual and group trainings.
- Attend administration and staff meetings.

### **Job Requirements**

#### Qualifications/ Requirements:

- Masters level licensed clinician or social worker with specialized training in child/adolescent issues, child-serving agencies, mental health, family-centered treatment, strengths-based interventions, and wraparound planning process consistent with Systems of Care philosophy. License required: LCSW, LICSW, LADC 1, LMHC, LMFT, or Psychologist.
- Experience and competency working with diverse families and cultures.
- Bilingual (English/Spanish) preferred.
- Current valid driver's license and reliable vehicle for transportation.

# Grace Academy

\* 5<sup>th</sup>-8<sup>th</sup> Girls School

*A Nativity Miguel Model School*



**TEACH      GUIDE      INSPIRE**

**Grace Academy, Hartford, CT provides:**

- **Small class sizes** (15 girls per class) emphasizing individual learning
- A **safe, secure and nurturing** environment for urban girls
- **Tuition-free** (serving Federal-Free and Reduced-Lunch qualifiers)
- A **structured environment** of academic excellence
- An **extended school day, week & extended school year** that includes:  
**Music      Art      Dance      Culinary Arts**  
**Athletics      Chorus      Theater      Public Speaking**
- **High school and college preparation** with continued support

**Learn more about [Grace Academy](#)  
and our [Teaching Opportunities](#)**

**277 Main Street, Hartford, 06106**

**Telephone (860) 263-7535 or Email [mfitzsimons@GraceAcademyHartford.org](mailto:mfitzsimons@GraceAcademyHartford.org)**

**Grace Academy – Hartford, CT**

**Teaching Fellows Program**

## *Who We Are...*

Grace Academy is a tuition-free middle school serving underprivileged girls in Hartford. The all-girls' school is part of the 70+ school *NativityMiguel Network* which has a track record of success in inner city areas across the United State and Canada. Grace Academy opened in 2010 and serves girls grade five through eight. We remain intentionally small with just 15 students per grade. Grace Academy allows girls to:

- excel academically,
- develop a sense of personal responsibility and character, and
- be the agents of transformation in their families, community and society.

## *The Fellows Program...*

Individuals, who are interested in social justice and have a passion for working with adolescents, are hired as resident interns and receive training and support through our **Teacher Fellows Program**. Fellows play an integral part in the life of our school, work as full-time teachers and coaches, and receive teacher training and support.

### *Benefits....*

- ❖ Monthly allowance (approximately \$1,050/month through the AmeriCorps program)
- ❖ Community living in Temple Street townhouses in Hartford
- ❖ Medical insurance
- ❖ Educational loans forbearance (during period of service)
- ❖ AmeriCorps education grant (approx. \$5,775 annually) for continuing education or education loans
- ❖ Membership to the YMCA
- ❖ Lunch meals provided
- ❖ Master's programs available at University of St. Joseph or University of Hartford

For More Information go to our website: [GraceAcademyHartford.org](http://GraceAcademyHartford.org)  
Please send cover letters and resumes to [mfitzsims@GraceAcademyHartford.org](mailto:mfitzsims@GraceAcademyHartford.org) and  
[gbolduc@GraceAcademyHartford.org](mailto:gbolduc@GraceAcademyHartford.org)



## EXECUTIVE DIRECTOR

### ABOUT THE IRISH CULTURAL CENTER

Established in 1999, The Irish Cultural Center of Western New England is devoted to keeping the Irish arts and culture alive. We work to preserve, share, and promote Ireland's cultural heritage, so that all people will have the opportunity to appreciate its rich legacy. Our mission is to promote and organize Irish cultural, educational, sporting and social events. We aim to establish and sustain a facility where current and future generations of the community can participate in activities that promote Irish culture and heritage. Working in collaboration with Irish organizations and the Irish government - as well as with the region's educational, arts, and cultural institutions - the ICCWNE is poised to expand current programming and to actively support Irish cultural activities throughout Western New England. We've made it a priority to celebrate this heritage with events and activities that bring our culture to life, connecting people of all ages and making the ICCWNE one of the region's most active cultural institutions. The ICCWNE is a 501(c)3 non-profit organization. To learn more, go to <http://www.irishcenterwne.org>.

### POSITION SUMMARY

The Executive Director of the Irish Cultural Center of Western New England is responsible for directing the efforts of the Center to fulfill its mission and achieve its financial objectives. He/she provides the leadership, direction and management for all aspects of the Center's activities and is responsible for seeing that the strategic initiatives and policies of the Board are effectively implemented. The Executive Director reports to the Center's President, Executive Committee and Board of Directors. The principal duties of this position include the following listed in order of significance:

#### Overall Management and Oversight:

- Direct the efforts of the Center to achieve its mission, and ensure that the Center makes consistent and timely progress towards this goal.
- Develop ongoing priorities and goals for the Center to be reviewed and approved by the Board of Directors.
- Provide leadership in all aspects of the Center, including program development, financial planning, administration, marketing, operations and development activities.
- Manage the day to day operations of the organization.

#### Fundraising/Development Responsibilities

- Direct the Major Donor fundraising efforts of the Center, serving as a liaison to myriad community stakeholders and spearheading the ICCWNE through its strategic planning goals.
- Manage financial and fundraising activity to ensure long term organizational stability and growth.
- Develop and maintain solid relationships with patrons while working to achieve membership goals.
- Work with Board on efforts to secure additional funding sources for the Center from public and private resources.

#### Program Development Activities

- Ensure then Center offers a robust calendar of quality educational programs.
- Provide leadership in new program development.

- Serve as the Center’s primary external spokesperson, developing strong working relationships with the Center’s educational partners, funders, state and local government agencies and other educational and cultural organizations in Western New England.
- Promote the Center, its programs and its brand in all external communications and activities.

### **Physical Plant and Facilities Rentals**

- Oversee the maintenance and upkeep of the Center’s physical plant,
- Maximize the appropriate use of the rental of these facilities available at the Center.
- Manage the Center’s responsibilities under its long-term lease arrangement with its principal renter – The G.A.A.

### **Board Development and Communications:**

- Build and maintain strong relationships and communications with the board President, Executive Committee, and Board of Directors - Plan and organize Executive Committee and Board meetings.

### **Financial Management and Oversight**

- Work with the Treasurer, Finance Committee and Business Manager to develop and implement sound and transparent financial practices and policies.
- Work with the Treasurer to develop annual budget and interim financial reporting procedures to ensure that the Center’s departments and Committees operate within budgetary guidelines.
- Arrange for the proper negotiation and approval of all vendor contracts.
- Work with the Center’s auditors to implement and respond to any financial management issues arising in the internal audit process.

### **Staff Related Responsibilities**

- Responsible for the recruitment, employment and supervision of all personnel, including paid staff and volunteers.
- Encourage staff and volunteer training and development, and assist all personnel in relating their work to the overall goals and priorities of the organization.
- Ensure that sound human resource practices are in place within the organization, including evaluations, job descriptions and record keeping.
- Work with Business Manager and related staff.

### **COMPENSATION**

The ICCWNE offers a competitive salary and benefits package.

### **REQUIREMENTS FOR POSITION**

- Ideally, five years of successful experience with a non-profit organization or similar entity.
- Candidate should be goal-oriented, an excellent communicator and highly organized.
- Proven track record in development and fundraising as well as community building.
- Strong political and business acumen; politically balanced and bipartisan.
- A passion for preserving, promoting and showcasing Irish Culture.
- Hands on ability to manage financial data including proficiency in budgeting and cash flow management.
- Motivational leader, who can attract, retain, develop and empower staff and members.
- Flexible work schedule to include some evening and weekends.
- Ability to work well with the ICCWNE Board and our volunteers.

# OUR CLIMATE

**National- entirely youth-led organization for science-based and equitable environmental policy.**

## **Fellowship info:**

I am excited to share that the Put a Price On It Fellowship is **accepting applications for the Spring Fellowship until December 15th**. Please consider forwarding this description or sending an email of the attached flyer to any interested students or networks. [Students can apply here.](#)

**A little about us:** Put A Price on It is a national campaign led by Our Climate and the Years of Living Dangerously, which mobilizes young people to advocate for strong and fair carbon pricing policies at the state and national level. By putting a price on carbon, we will hold polluters accountable and transition our economy to a clean energy future. Students will train and organize other students, rallying public support for carbon pricing policy, and engage directly with elected officials. Applications are currently being accepted for our Spring 2018 fellowship positions.

**A little about the Fellowship:** Fellows will work closely with Our Climate staff to achieve mutually agreed upon goals. This educational and supportive arrangement is designed to build a stronger and more diverse coalition of leaders needed to pass fair and effective climate policy. In order to strategically pass equitable and science based-policy, Spring Fellows will be based in regions where there is currently policy being considered, specifically the Northwest and Northeast. Fellows will be trained to conduct public outreach on the local, state, and national level, including but not limited to:

- Seeking and securing campaign endorsements from businesses, cities, college and university presidents, organizations, and prominent individuals;
- Identifying and securing opportunities to attend and participate in community events;
- Participating in phone banks, door-to-door canvasses, and other list-building activities;
- Writing and submitting media materials, including letters to the editor, op-eds, and press releases;
- Helping to organize informational and community-building events (concerts, house parties, forums, etc.).

Additionally, fellows will be encouraged to actively participate in team decisions around strategy, effective messaging, targeted outreach, and more. Spring (January-May) fellows will work on similar activities but with a stronger focus on the campus community. [Learn more here!](#) Questions can be directed to our Program Director at [cassidy@ourclimate.us](mailto:cassidy@ourclimate.us).





# St. Stanislaus Roman Catholic School

## Kindergarten Position- Long-Term Sub

### Job Details

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- **Job ID:** 2861997
- **Application Deadline:** Posted until Filled
- **Posted :** October 25, 2017
- **Starting Date:** December 1, 2017

### Job Description

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Long term substitute need for four-month maternity leave from December through March. Teacher is responsible for all classroom instruction including Reading, Mathematics, Social Studies, Science, Religion, art. The position is at St. Stanislaus Roman Catholic School in Chicopee, MA.

- **Position Type:** Full-time
- **Positions Available:** 1
- Job Category: Classroom Teacher > Early Childhood

### Equal Opportunity Employer

The Diocese of Springfield does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

### Job Requirements

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- Some relevant classroom teaching experience preferred.
- No experience required
- Bachelor degree preferred
- Citizenship, residency OR WORK VISA IN United States required

## The Food Bank of Western Massachusetts

### **DONOR RELATIONS 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 **DONOR RELATIONS MANAGER. This position reports directly to the Executive Director and is a member of the Development Team. The position overview:**

#### **JOB OVERVIEW**

Reporting to the Executive Director, the Donor Relations Manager is responsible for implementing strategies to effectively cultivate and steward donors, particularly at the \$1,000 and above level. This position is important to sustain and grow individual giving. The Donor Relations Manager is part of a fundraising team that includes volunteer engagement, special events and corporate relations and supervises the Donor Relations Coordinator.

#### **ESSENTIAL FUNCTIONS**

- Personally manage a portfolio of 200+ current *major* donors and prospects capable of giving \$1,000+.
- Schedule and conduct daily prospect and donor communication to engage donors in The Food Bank's mission.
- Cultivate relationships and schedule meetings with existing and prospective donors at The Food Bank, member agencies and direct food distribution sites convenient for donors.
- Oversee direct mail campaigns as they relate to mailing lists, donor and prospect research, and appeal preparation, tracking and analysis.
- Prepare materials for monthly Donor Relations meetings with executive director and donor relations coordinator.
- Serve as a member of the Development Committee, regularly attending meetings and preparing donor relations reports.
- Assist with coaching, coordinating and partnering with board members and other fundraising volunteers to cultivate and steward major donors and prospects.
- Solicit donations from major donors.
- Attend all Food Bank special events to cultivate donors and other networking events to expand donor base.
- Plan, promote and manage the monthly Breakfast at the Bank and at least one annual donor appreciation event.

## **QUALIFICATIONS**

- Bachelor's degree or the equivalent required
- Two years of development, marketing, sales or equivalent experience
- Track record of results-oriented prospect and donor engagement
- Ability to take initiative and be creative to develop a robust portfolio; experienced collaborator with keen judgment and strong communication skills
- Ability to manage and partner with Food Bank leadership and fundraising volunteers
- Excellent interpersonal, verbal and written communication skills
- Strong organizational skills, ability to work independently and to manage multiple projects
- Results-oriented with a friendly, collaborative approach and a team-oriented style
- Highly proficient in MS Office (Word, Excel, PowerPoint) and in utilizing a development database (The Food Bank of Western MA uses Raiser's Edge/Blackbaud)
- Ability to work evenings and weekends as needed
- Access to vehicle to attend donor meetings, events and activities (daytime and evening); good driving record and a valid MA driver's license

**How to Apply:** Please submit a cover letter and your résumé to: [jobs@foodbankwma.org](mailto:jobs@foodbankwma.org) with the subject line **DRM2017**. 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, 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.



## **HHA/CNA/Nursing Student/Direct Care Aide**

**Homecare Positions Available**

**Immediate Openings!**

**Huntington** - Full Time 930am - 530 PM

**Southwick**- Tues. 830am-1230 PM / Fri. 900am-100pm

**Southwick**- 7am-10 am

**Westfield** – Angel Calls \$15.00 per hour – 10am -11am, Tue. Fri.

**Westfield** -3pm -5pm, Mon.Wed. Thu. Fri.

### **Benefits-**

**Competitive Part Time wage**

Earned Paid Time Off

Employee Bonus Program

Holiday pay

Occasional Overtime available

Mileage reimbursement

Travel time reimbursement

Local clients - close to home

### **Requirements of position –**

HHA/CNA/Nursing Student/Direct Care Aide - Group Home

Personal Care experience working with seniors

Positive work references from a supervisor

Clean criminal history

Own a Vehicle

Please Call Visiting Angels @ 413-733-6900 or

Send Resume to hgobeil@comcast.net



## **NOTICE OF JOB OPENING**

**DATE:** DECEMBER 4, 2017

**WWLP-22News**

**1Broadcast Center**

**Chicopee, MA 01013**

### **POSITION: PHOTOGRAPHER/EDITOR/LIVE TRUCK OPERATOR**

**JOB DESCRIPTION:** WWLP-22News, (NBC), has a full-time opening for a *photographer/editor/live truck operator*. The Photographer combines artistic talent, technical expertise, and composition skills to produce images that will provide a visual story on a given topic as assigned. The duties and responsibilities include:

- \* Shoots and edits news video stories, including daily news, special news, features, sports and live events.
- \* Takes direction from, and interacts with the assignment desk, producers, reporters, anchors and production control room personnel.
- \* Maintains and operates camera equipment, live trucks, as well as company vehicle safely and efficiently.

#### **Specialized Knowledge/Skills/Abilities:**

- \* Maintains positive work environment through active team participation and cooperation with co-workers in all departments.
- \* Responds positively to feedback.
- \* Ability to edit raw video to newscast form in a manner to complete the story for the viewer.
- \* Proficient in social networking sites. Ex: Twitter, Facebook.
- \* Must be detail-oriented.
- \* Must present professional image as a representation of the station at all times.
- \* Must be able to operate computer and editing machine.

High stress environment with deadline pressures. Travel will be required on a regular basis. Position requires the transport of equipment weighing up to 60 lbs. Position often requires work in extreme outdoor temperatures.

**HOURS:** TBD

**PRIOR EXPERIENCE OR TRAINING REQUIRED:** A bachelor's degree or equivalent in broadcasting, journalism, or related field preferred. Minimum of 2 years video photography in a medium or major market TV News station preferred.

**APPLY:** <https://nexstar.hua.hrsmart.com/hr/ats/Posting/view/6840>

**TELEPHONE:** *no calls please.*

**EOE/Minorities/Females/Veterans/Disabled.**



**NOTICE OF JOB OPENING**

**DATE:** DECEMBER 5, 2017

**WWLP-22News 1 Broadcast Center Chicopee, MA 01013**

**POSITION: PHOTO/EDITOR/LIVE TRUCK OPERATOR (PT)**

**JOB DESCRIPTION:** WWLP-22News, (NBC), has a part-time opening for a *photographer/editor/live truck operator*. The Photographer combines artistic talent, technical expertise, and composition skills to produce images that will provide a visual story on a given topic as assigned. The duties and responsibilities include:

- \* Shoots and edits news video stories, including daily news, special news, features, sports and live events.
- \* Takes direction from, and interacts with the assignment desk, producers, reporters, anchors and production control room personnel.
- \* Maintains and operates camera equipment, live trucks, as well as company vehicle safely and efficiently.

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High stress environment with deadline pressures. Travel will be required on a regular basis. Position requires the transport of equipment weighing up to 60 lbs. Position often requires work in extreme outdoor temperatures.

**HOURS:** TBD

**PRIOR EXPERIENCE OR TRAINING REQUIRED:** A bachelor's degree or equivalent in broadcasting, journalism, or related field preferred. Minimum of 2 years video photography in a medium or major market TV News station preferred.

**APPLY:** <https://nexstar.hua.hrsmart.com/hr/ats/Posting/view/6876>

**TELEPHONE:** *no calls please.*

**EOE/Minorities/Females/Veterans/Disabled.**

- Serve as the Center’s primary external spokesperson, developing strong working relationships with the Center’s educational partners, funders, state and local government agencies and other educational and cultural organizations in Western New England.
- Promote the Center, its programs and its brand in all external communications and activities.

### **Physical Plant and Facilities Rentals**

- Oversee the maintenance and upkeep of the Center’s physical plant,
- Maximize the appropriate use of the rental of these facilities available at the Center.
- Manage the Center’s responsibilities under its long-term lease arrangement with its principal renter – The G.A.A.

### **Board Development and Communications:**

- Build and maintain strong relationships and communications with the board President, Executive Committee, and Board of Directors - Plan and organize Executive Committee and Board meetings.

### **Financial Management and Oversight**

- Work with the Treasurer, Finance Committee and Business Manager to develop and implement sound and transparent financial practices and policies.
- Work with the Treasurer to develop annual budget and interim financial reporting procedures to ensure that the Center’s departments and Committees operate within budgetary guidelines.
- Arrange for the proper negotiation and approval of all vendor contracts.
- Work with the Center’s auditors to implement and respond to any financial management issues arising in the internal audit process.

### **Staff Related Responsibilities**

- Responsible for the recruitment, employment and supervision of all personnel, including paid staff and volunteers.
- Encourage staff and volunteer training and development, and assist all personnel in relating their work to the overall goals and priorities of the organization.
- Ensure that sound human resource practices are in place within the organization, including evaluations, job descriptions and record keeping.
- Work with Business Manager and related staff.

### **COMPENSATION**

The ICCWNE offers a competitive salary and benefits package.

### **REQUIREMENTS FOR POSITION**

- Ideally, five years of successful experience with a non-profit organization or similar entity.
- Candidate should be goal-oriented, an excellent communicator and highly organized.
- Proven track record in development and fundraising as well as community building.
- Strong political and business acumen; politically balanced and bipartisan.
- A passion for preserving, promoting and showcasing Irish Culture.
- Hands on ability to manage financial data including proficiency in budgeting and cash flow management.
- Motivational leader, who can attract, retain, develop and empower staff and members.
- Flexible work schedule to include some evening and weekends.
- Ability to work well with the ICCWNE Board and our volunteers.



## Employment Opportunities Updated as of October 25, 2017

### SUPPLY CHAIN OPPORTUNITIES

#### Assistant Manager, Maintenance Mechanical Services

##### Internal & External Search

**DEPARTMENT:** Mechanical  
**BUILDING:** YCP  
**REPORTS TO:** Maintenance and Reliability Manager  
**HOURS:** 2<sup>nd</sup> Shift

Responsible for supervising maintenance mechanical services, directing activities for assigned shift. Serves as liaison with operations management team to assure quality, timely services.

##### Responsibilities:

- Supervises department activities related to maintenance mechanical services for assigned shift.
- Assigns work to employees. Monitors activities to ensure quality, timely services.
- Enforces safety rules, regulations, and policies. Ensures furnished personal protection equipment is maintained properly and used appropriately. Develops and ensures compliance with energy savings initiatives.
- Manages employee performance including participating in the selection/hiring of new employees, trains/develops staff, coaches performance with regular feedback both positive and remedial.
- Writes and delivers reviews, handles disciplinary issues that arise involving human resources and manager as needed, communicates company policies, and maintains proper personnel records/reports (attendance, payroll).
- Develops and maintains strong relationships with operation management business partners. serves as liaison fielding issues that arise and assessing ongoing mechanical maintenance service needs.
- Participates in ongoing total productive maintenance effort program focusing on overseeing maintenance procedures.
- Develops and applies standard operating procedures for operating efficiency related to material processing and inventory control.
- Maintains department records/reports and analyzes findings. May maintain lock-out/tag-out reports for machinery assigned for maintenance.
- Assists manager with projects as assigned.

##### Key Qualifications:

- Bachelor's degree (BA or BS) or equivalent.



- 3-5 years' experience in a manufacturing environment.
- CMRP or CPS designation or equivalent.
- Excellent interpersonal and communication skills.
- Demonstrated ability to build and maintain relationships.
- Well organized with strong attention to details.
- Experience with MS computer applications.
- Physical ability to operate a personal computer and to move throughout the facilities and in/around machinery to perform inspections, etc.

### **Engineering Technician**

#### **Internal & External Search**

<b>DEPARTMENT:</b>	Engineering
<b>BUILDING:</b>	YCP - Manufacturing
<b>HOURS:</b>	Monday – Friday, 7:00am – 3:30pm or Monday – Friday, 8:00am – 4:30pm

#### ***Job Summary:***

Assist with the design, layout, testing and evaluation of mechanical and electro-mechanical parts, equipment and/or systems. Participates in the development, evaluation and improvement of manufacturing processes and methods, developing SOPs and associated training programs, utilizing knowledge of engineering principles in accordance with product specifications and quality standards.

- Ensures the safe operation and optimum utilization of manufacturing and/or logistics machines and equipment through process review and equipment design reviews. Qualifies and validates safety standards of equipment as they relate to OSHA and as regulated by the company. Provide design change recommendations to processes and/or equipment in order to meet safety standards.
- Participates in redesign efforts of existing processes, and provides manager with analyses and recommendations. Creates documentation associated with new or modified process design.
- Provides technical support and initial training to customers including hourly production employees and mechanical staff for new equipment, processes or process changes.
- Reviews and establishes critical spare parts for all new equipment ensuring a cost effective supply of parts are available to minimize downtime and communicates this to the parts department. Establishes key non-standard maintenance tasks for new equipment and communicates the tasks and schedule to the maintenance department.
- Researches latest equipment as assigned and makes recommendations based on findings to improve productivity, quality or safety. Designs changes to processes as assigned and reviews with manager or project lead. Supports these changes as needed.
- Supports management of capital projects, including resources, research and ordering of components, and installation guidance.
- Supports project management team with raw material and product specifications. Provides product development guidance including label sizing, and line compatibility.
- Support Technical documentation and develop schematics as required for all changes and new installations, including process documentation, electrical schematics and mechanical drawings/layouts.
- Assists in the development of CAPEX budgets for assigned projects. Advises Engineers or project lead of costs and provides supporting data. Assist in the tracking of Capital or project budgets but is not directly responsible for these budgets. Helps develop capital project financial justifications.

- Act as a technical expert in equipment and system analysis for troubleshooting and problem solving in both electrical and mechanical disciplines. As a result ensuring equipment downtime is minimized and failures are mitigated in a timely manner.
- Work independently on assigned design and engineering tasks to support new product development or process improvements.

***Minimum Requirements:***

- Previous machine operation experience in a manufacturing environment required for Machine Operator position.
- Good analytical skills to troubleshoot and problem solve equipment.
- Expectation to produce product at specific rates for each piece of machinery while maintaining quality standards.
- Ability to exert physical effort up to 40% of the time for weights up to 60 lbs.
- Be an effective team player, as well as have the ability to work independently.
- A good working knowledge of basic arithmetic and the ability to calculate percentages.
- Strong attention to detail a must.
- Basic knowledge of computers a plus.

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.

**Lab Tech II**

**Internal & External Search**

**DEPARTMENT:** R&D  
**BUILDING:** YCP - Manufacturing  
**HOURS:** 2<sup>nd</sup> Shift, Monday – Friday, 2:00pm – 10:00pm  
**SALARY GRADE:** U18

***Job Summary:***

Conduct or monitor a wide range of laboratory test procedures utilizing a variety of specialized equipment and materials. Perform research testing on raw materials, new products and equipment. Provide assistance to the Wax Prep department and Production toward issue resolution.

***Minimum Requirements:***

- High School Diploma or equivalent required. Associate degree preferred.
- Previous experience preferred or experience in related discipline.
- Demonstrated strong written and verbal communication in order to accurately & succinctly report data and test results.
- Demonstrated flexibility, problem solving and organizational skills including strong attention to detail.
- Ability to multi-task.
- Ability to successfully prioritize one's own work in a fast-paced environment. Demonstrated ability to work independently.
- Possess moderate to strong math skills.
- Basic skills in Word, Excel, and Access.

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.

**Licensed Electrician 2<sup>nd</sup> Shift****Internal & External Search****DEPARTMENT:** Electrical Department**BUILDING:** YCP - Manufacturing**HOURS:** 2<sup>nd</sup> Shift, 1:30pm – 10:00pm, Monday - Friday**STATUS:** Non-Exempt, Full-time***Job Summary:***

A variety of electrical maintenance work such as designing, installing, maintaining, troubleshooting and repairing a wide range of electrical operations on a variety of machinery and equipment in production and all other areas of Yankee Candle facilities.

***Minimum Requirements:***

- A valid Massachusetts State Journeyman Electrician license absolutely required (a photocopy of the license must accompany your application).
- A minimum of 1-2 years' experience with the installation, maintenance and repair of electrical work on production equipment within a commercial or industrial environment.
- The ability to design, install, maintain and troubleshoot and repair a wide range of electrical circuitry including motors, control panels, PLC operated machinery, heating units, lighting, etc.
- The ability to read electrical and mechanical blueprints and schematics.
- Demonstrated ability to work independently in the successful performance of assigned projects. Good decision-making skills including considerable initiative, clear judgment and some ingenuity.
- Must have excellent problem solving skills, written and verbal communication skills, organizational skills and strong attention to detail.

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.

**Licensed Electrician 3<sup>rd</sup> Shift Weekend****Internal & External Search****DEPARTMENT:** Electrical Department**BUILDING:** YCP - Manufacturing**HOURS:** Weekend PM Shift: Friday & Monday, 9:30PM – 6:00AM  
Saturday & Sunday, 5:30PM – 6:00AM**STATUS:** Non-Exempt, Full-time***Job Summary:***

A variety of electrical maintenance work such as designing, installing, maintaining, troubleshooting and repairing a wide range of electrical operations on a variety of machinery and equipment in production and all other areas of Yankee Candle facilities.

***Minimum Requirements:***

- A valid Massachusetts State Journeyman Electrician license absolutely required (a photocopy of the license must accompany your application).
- A minimum of 1-2 years' experience with the installation, maintenance and repair of electrical work on production equipment within a commercial or industrial environment.
- The ability to design, install, maintain and troubleshoot and repair a wide range of electrical circuitry including motors, control panels, PLC operated machinery, heating units, lighting, etc.
- The ability to read electrical and mechanical blueprints and schematics.
- Demonstrated ability to work independently in the successful performance of assigned projects. Good decision-making skills including considerable initiative, clear judgment and some ingenuity.
- Must have excellent problem solving skills, written and verbal communication skills, organizational skills and strong attention to detail.

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

**Machine Operator 3<sup>rd</sup> Shift****Internal & External Search**

**DEPARTMENT:** Manufacturing

**BUILDING:** YCP - Manufacturing

**HOURS:** 3<sup>rd</sup> Shift, Sunday - Thursday, 10:00pm – 6:00am

**STATUS:** Non-Exempt, Full-time

***Job Summary:***

Specific responsibilities include running equipment and troubleshooting, following schedules and calculating formulas, exercising good judgment to comply with instructions and standard procedures. Will need to be knowledgeable in using automated and manual equipment including: basic hand tools, temperature gauges, wax tanks, pumps, hoses and packaging equipment.

***Minimum Requirements:***

- Previous machine operation experience in a manufacturing environment required for Machine Operator position.
- Good analytical skills to troubleshoot and problem solve equipment.
- Expectation to produce product at specific rates for each piece of machinery while maintaining quality standards.
- Ability to exert physical effort up to 40% of the time for weights up to 60 lbs.
- Be an effective team player, as well as have the ability to work independently.
- A good working knowledge of basic arithmetic and the ability to calculate percentages.
- Strong attention to detail a must.
- Basic knowledge of computers a plus.

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.

**Machine Operator 5<sup>th</sup> Shift (12 Hour Days)****Internal & External Search****DEPARTMENT:** Manufacturing**BUILDING:** YCP - Manufacturing**HOURS:** 5<sup>th</sup> Shift, 5:45am – 6:00pm, rotating schedule (2 on, 2 off, 3 on, 2 off, 2 on, 3 off)**STATUS:** Non-Exempt, Full-time***Job Summary:***

Specific responsibilities include running equipment and troubleshooting, following schedules and calculating formulas, exercising good judgment to comply with instructions and standard procedures. Will need to be knowledgeable in using automated and manual equipment including: basic hand tools, temperature gauges, wax tanks, pumps, hoses and packaging equipment.

***Minimum Requirements:***

- Previous machine operation experience in a manufacturing environment required for Machine Operator position.
- Good analytical skills to troubleshoot and problem solve equipment.
- Expectation to produce product at specific rates for each piece of machinery while maintaining quality standards.
- Ability to exert physical effort up to 40% of the time for weights up to 60 lbs.
- Be an effective team player, as well as have the ability to work independently.
- A good working knowledge of basic arithmetic and the ability to calculate percentages.
- Strong attention to detail a must.
- Basic knowledge of computers a plus.

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.

**Machine Operator 6<sup>th</sup> Shift****Internal & External Search****DEPARTMENT:** Manufacturing**BUILDING:** YCP - Manufacturing**HOURS:** 6<sup>th</sup> Shift, 5:45pm – 6:00am (2 on, 2 off, 3 on, 2 off, 2 on, 3 off)**STATUS:** Non-Exempt, Full-time***Job Summary:***

Specific responsibilities include running equipment and troubleshooting, following schedules and calculating formulas, exercising good judgment to comply with instructions and standard procedures. Will need to be

knowledgeable in using automated and manual equipment including: basic hand tools, temperature gauges, wax tanks, pumps, hoses and packaging equipment.

***Minimum Requirements:***

- Previous machine operation experience in a manufacturing environment required for Machine Operator position.
- Good analytical skills to troubleshoot and problem solve equipment.
- Expectation to produce product at specific rates for each piece of machinery while maintaining quality standards.
- Ability to exert physical effort up to 40% of the time for weights up to 60 lbs.
- Be an effective team player, as well as have the ability to work independently.
- A good working knowledge of basic arithmetic and the ability to calculate percentages.
- Strong attention to detail a must.
- Basic knowledge of computers a plus.

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.

**Maintenance Worker, Part-Time**

**Internal & External Search**

**DEPARTMENT:** Maintenance

**BUILDING:** YCM - Logistics

**HOURS:** Saturday and Sunday, 6:00am – 4:00pm

**STATUS:** Non-Exempt, Part-Time

***Job Summary:***

Perform a variety of custodial duties to maintain Yankee Candle Company's physical facilities in an orderly and habitable condition both indoors and outdoors. Specific duties include daily routine custodial work (trash removal, cleaning bathrooms, floor care, etc.); minor building maintenance (light plumbing, patching walls, paint touch-ups, hanging objects, etc.); seasonal work (snow removal, raking, lawn maintenance, etc); and other specially assigned task as required. This position primarily supports YCM distribution center but can include other local campus buildings, grounds and parking lots.

***Minimum Requirements:***

- Minimum 1 year of custodial/maintenance experience strongly preferred. Light plumbing experience a plus.
- Must be able to work independently with minimal supervision to complete daily and specially assigned tasks.
- Must be flexible to work both indoors and outdoors to perform a variety of duties ranging from emptying trash to shoveling snow.

- Experience operating power tools and hand tools including electric drills, saws, wrenches, screwdrivers, hammers, etc. required.
- Experience to operate power equipment such as golf carts, lawn tractors, and snow blowers strongly preferred.
- Strong commitment to customer service to maintain pleasant, service-oriented contact with employees and guests. Strong communication skills and diplomacy are essential.
- Must be able to exert physical effort up to 40% of the time with weights over 60 lbs. (A post-offer pre-placement physical will be conducted due to the high level of physical demand required for this position).

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.

### Maintenance Worker, 3<sup>rd</sup> Shift

#### **Internal & External Search**

**DEPARTMENT:** Maintenance

**BUILDING:** YCP

**HOURS:** 3<sup>rd</sup> Shift, Friday/Monday, 9:30pm – 6:00am  
Saturday/Sunday 5:30pm – 6:00am

#### ***Job Summary:***

Perform a variety of custodial duties to maintain Yankee Candle Company's physical facilities in an orderly and habitable condition both indoors and outdoors. Specific duties include daily routine custodial work (trash removal, cleaning bathrooms, floor care, etc.); minor building maintenance (light plumbing, patching walls, paint touch-ups, hanging objects, etc.); seasonal work (snow removal, raking, lawn maintenance, etc); and other specially assigned task as required. This position primarily supports YCP offices, grounds and parking lots.

#### ***Minimum Requirements:***

- Minimum 1 year of custodial/maintenance experience strongly preferred. Light plumbing experience a plus.
- Must be able to work independently with minimal supervision to complete daily and specially assigned tasks.
- Must be flexible to work both indoors and outdoors to perform a variety of duties ranging from emptying trash to shoveling snow.
- Experience operating power tools and hand tools including electric drills, saws, wrenches, screwdrivers, hammers, etc. required.
- Experience to operate power equipment such as: floor scrubbers, power scrapers, pressure washers, snow blowers and snow plowing equipment strongly preferred.
- Strong commitment to customer service to maintain pleasant, service-oriented contact with employees and guests. Strong communication skills and diplomacy are essential.
- Must be able to exert physical effort up to 40% of the time with weights over 60 lbs. (A post-offer pre-placement physical will be conducted due to the high level of physical demand required for this position).

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.

### **Materials Coordinator**

#### **Internal & External Search**

**DEPARTMENT:** Planning

**BUILDING:** YCP - Manufacturing

**HOURS:** 1<sup>st</sup> Shift, 8:00am – 4:30pm, Monday – Friday

**STATUS:** Non-Exempt, Full-time

#### ***Job Summary:***

The Materials Coordinator supports the finished goods planner with raw material ordering. The coordinator is responsible for ordering raw material components using MRP and following up with suppliers to ensure timely deliveries. The coordinator provides analysis as necessary and monitors requirements versus supplier availability. The coordinator is also responsible for detecting shortages and working with the supplier and finished goods planner to resolve these.

#### ***Minimum Requirements:***

- Associates Degree or equivalent experience preferred
- Previous Experience with an Enterprise Resource Planning system preferred.
- APICS Certification a plus.
- Previous experience dealing with purchase orders and suppliers.
- Excellent communication skills both written and oral.
- Must be fully competent in Microsoft Excel Microsoft Word.
- Strong attention to details.

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.

### **Mechanical Technician**

#### **Internal & External Search**

**DEPARTMENT:** Mechanical

**BUILDING:** YCP - Manufacturing

**HOURS:** Weekend Days: Friday & Monday (5:30am – 2:00pm) and Saturday & Sunday (5:30am – 6:00pm)

**STATUS:** Non-Exempt, Full-time



***Job Summary:***

The mechanical technician position performs a variety of mechanical duties to adjust, trouble shoot, repair, maintain, install and rebuild customized industrial machinery to support operational business goals. The mechanical technician will work from mechanical drawings and schematics in accordance with standard practices; will read and interpret hydraulic, pneumatic and electrical schematics and drawings. Analyze and trouble shoot programmable logic controllers, input, and output devices using ladder logic interpretation. In addition, the mechanical technician will work with our team of engineers to determine root cause and corrective actions.

***Minimum Requirements:***

- A minimum of 3 years previous work experience performing industrial mechanical work on various systems, including pneumatic, hydraulic, electronic, electrical control systems.
- Demonstrated ability to troubleshoot, repair, rebuild and install mechanical components, or closely related experience, is required.
- Must be service-orientated including strong skills in communication, cooperation and diplomacy.
- Ability to work independently in the successful performance of assigned projects.
- Ability to exert physical effort to lift weights up to 60lbs on a frequent basis.
- Ability to read and write in the English language required in order to interpret blueprints & schematics, as well as to complete work-order requests and record work performed.
- Basic computer skills including e-mail usage and PLC control experience preferred.
- Electrical knowledge and ability to operate fork trucks and man lifts a plus.
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**Mechanical Technician 2<sup>nd</sup> Shift****Internal & External Search**

**DEPARTMENT:** Mechanical

**BUILDING:** YCP - Manufacturing

**HOURS:** 2<sup>nd</sup> Shift, 1:30pm – 10:00pm, Monday – Friday

**STATUS:** Non-Exempt, Full-time

***Job Summary:***

The mechanical technician position performs a variety of mechanical duties to adjust, trouble shoot, repair, maintain, install and rebuild customized industrial machinery to support operational business goals. The mechanical technician will work from mechanical drawings and schematics in accordance with standard practices; will read and interpret hydraulic, pneumatic and electrical schematics and drawings. Analyze and trouble shoot programmable logic controllers, input, and output devices using ladder logic interpretation. In addition, the mechanical technician will work with our team of engineers to determine root cause and corrective actions.

***Minimum Requirements:***

- A minimum of 3 years previous work experience performing industrial mechanical work on various systems, including pneumatic, hydraulic, electronic, electrical control systems.
- Demonstrated ability to troubleshoot, repair, rebuild and install mechanical components, or closely related experience, is required.
- Must be service-orientated including strong skills in communication, cooperation and diplomacy.
- Ability to work independently in the successful performance of assigned projects.

- Ability to exert physical effort to lift weights up to 60lbs on a frequent basis.
- Ability to read and write in the English language required in order to interpret blueprints & schematics, as well as to complete work-order requests and record work performed.
- Basic computer skills including e-mail usage and PLC control experience preferred.
- Electrical knowledge and ability to operate fork trucks and man lifts a plus.

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.

### **MRO Crib Attendant**

#### **Internal & External Search**

**DEPARTMENT:** Mechanical

**BUILDING:** YCP - Manufacturing

**HOURS:** 2<sup>nd</sup> Shift, Monday – Friday 2:00pm – 10:00pm

**SALARY GRADE:** U15

**STATUS:** Non-Exempt, Full-time

#### ***Job Summary:***

The MRO (Maintenance, Repair and Operations) crib attendant maintains spare parts inventory for all the production equipment and issues parts for repairs or regular maintenance. This position is also responsible for procurement of new and replacement inventory and maintenance of the electronic database in the CMMS system. This position issues and maintains shared tools and accurately maintains record and transaction history relating to MRO crib inventory, orders, repairs, maintenance, etc. The MRO crib attendant also utilizes various computer programs, software or systems to log, track and record data. Other duties include:

#### **Key Qualifications:**

- Placing and receiving orders for new and replacement parts, materials and operating supplies using the PO system or P Card, and reconciling bank statements against those orders. Responsible for limited P card transaction approvals and works closely with manager when additional approval is required.
- Issuing parts, materials and operating supplies against work orders for repairs, maintenance and operations.
- Accurately maintaining record and transaction history relating to MRO crib inventory, orders, repairs, maintenance, etc.; utilizing various computer programs, software or systems to log, track and record data.
- Monitoring all inventories between minimum and maximum levels per settings in CMMS to ensure adequate quantities are maintained daily.
- Working with manager to determine appropriate action regarding discrepancies and adjustments that impact orders, inventory, documentation, etc. within the MRO crib.
- Responsible for the overall cleanliness, organization and safe storage practices of the MRO supply crib and satellite stocking locations while adhering to all safety practices.
- Responsible for picking, packing, issuing and staging components for planned work orders.
- Communicating with suppliers regarding component specification, selection, cost, availability and substitution recommendations.
- Responsible for operating and maintaining return to inventory and component reconditioning systems.

#### **Requirements:**

- High School diploma or equivalent; 1-2 years of related experience.

- Good computer skills including proficiency in Microsoft Word and Excel, CMMS Software and Adobe PDF necessary.
- Service-oriented skills including strong communication skills, cooperation and diplomacy.
- Familiarity and knowledge of tools and mechanical parts.
- Strong organizational 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. **Order Processor 3<sup>rd</sup> Shift**

**Internal & External Search**

**DEPARTMENT: Order Fulfillment/Shipping**

**BUILDING:** YCM- Logistics

**HOURS:** 3<sup>rd</sup> Shift, Sunday - Thursday, 10:00 PM – 6:00 AM

**STATUS:** Non-Exempt, Full-Time

***Job Summary:***

This position is responsible for performing a variety of manual operations to expected productivity standards in support of the functions within the Order Fulfillment Department. Standard Operating Procedures are used to ensure accurate order fulfillment processing while maintaining a safe, healthy and productive work environment. Responsibilities in this area include: Order Picking, Auditing, Ticketing, Checking and Packing of standard orders. At times this position also performs various duties within the shipping department, where you will follow Standard Operating Procedures to ensure accurate Restocking and Shipping processes to meet the department's mission of providing excellent and on time customer service. Duties may include but are not limited to: loading and unloading pallets and trailers; taking inventory; documenting and invoicing orders and product movement; using RF scanning equipment; retrieving and stocking materials and product; Counting, comparing, checking and inspecting quantities of materials and product; and similar duties in support of the distribution of company goods in the YCM warehouse.

***Minimum Requirements:***

- High school diploma or equivalent work experience required.
- Previous distribution, and/or warehouse experience is strongly preferred. Experience using RF scanning equipment a definite plus.
- Ability to read and write in the English language is required to interpret labels, inventory sheets, and other related printed information, as well as to ensure picking the appropriate product.
- Safety Awareness and thorough knowledge of lifting procedures. Ability to exert physical effort to lift weights up to 60lbs on a frequent basis. (A post-offer physical assessment will be conducted due to the high level of physical demand required for this position)
- Basic math skills with strong attention to detail including speed and accuracy in counting and verification is a must.
- Demonstrated ability to interact with coworkers in a positive, productive and cooperative manner encouraging teamwork required.
- Good communication skills a must.
- Flexibility to work in a variety of areas is essential. There is a rotation within the work centers and print room. Flexibility to work at YCM, YCP and YDG as operationally needed is a requirement.

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.

### **Project Coordinator**

#### **Internal & External Search**

**DEPARTMENT:** Data Integrity

**BUILDING:** YCP-Manufacturing

**HOURS:** Training – 4-6 months, Monday – Friday, 7:30am – 3:30pm  
Post Training – Monday – Friday, 8:30am – 5:00pm

**STATUS:** Non-Exempt, Full-Time

#### ***Job Summary:***

The Project coordinator ensures on-time data entry and validation of new item information in Oracle for new item projects including meeting project timelines/schedules. Additionally, they are responsible for ensuring the integrity of the parts over their life to ensure accurate operations. You will track progress and identify obstacles, and provide recommendations pertaining to systems and process. Team members will have areas of specialty with a specific customer base, but also will cross train and lead team members in their area when needed. Specifically, but not limited to:

- Perform accurate completion of part setup and validation, create/update and work from spreadsheets and reports and research/compile data. Provide training to customers relating to Oracle processes.
- Prepare and input initial Bills of Material into Oracle for new manufactured items and as raw material items become available during the development timeframe to ensure on-time product launches. Provide project updates to leadership and customers as requires
- Understand Item categorization framework and file transfer requirements of data to provide feedback to customers to ensure data flow and usages is as expected.
- Complete daily validations, corrections, and updates to ensure integrity of operations.
- Schedule daily and special reports for information used in initial part number and Bills of Material setups, as well as for tracking raw material status flows Item Master and Bills of Materials.
- Attend and participate in weekly meetings to share and gather information related to current and upcoming projects. Receive and maintain requests for new projects using project tracking software. Maintain workflow and similar documents as current, working with team for updates.
- Obtain approvals and communicate need for such to ensure SOX process is followed. Maintain accurate records of work performed, source documentation and approvals and be able to research and obtain such source data when required.
- Ability to analyze and troubleshoot issues as they arise.

#### ***Minimum Requirements:***

- Associate's degree or equivalent experience preferred, 3 – 5 years previous experience.
- High degree of confidentiality required, and a strong ability to work independently and in a team environment.
- Highly adaptable to various administrative routines requiring speed, accuracy, and flexibility
- Thorough knowledge of spreadsheet software required. Comfort in abilities to work with large data files easily, efficiently, and accurately.
- Demonstrated ability to handle multiple and concurrent tasks and to prioritize own work required with Excellent attention to detail and strong organizational skills.
- Strong oral and written communication skills

- Capable of trouble shooting systems and reports and working with Business Information Systems for solutions
- Experience in Oracle systems preferred

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.

### **Project Coordinator**

#### **Internal & External Search**

**DEPARTMENT:** Data Integrity

**BUILDING:** YCP-Manufacturing

**HOURS:** Training – 4-6 months, Monday – Friday, 7:30am – 3:30pm  
Post Training – Tuesday – Saturday, 10:00am – 6:30pm

**STATUS:** Non-Exempt, Full-Time

#### ***Job Summary:***

The Project coordinator ensures on-time data entry and validation of new item information in Oracle for new item projects including meeting project timelines/schedules. Additionally, they are responsible for ensuring the integrity of the parts over their life to ensure accurate operations. You will track progress and identify obstacles, and provide recommendations pertaining to systems and process. Team members will have areas of specialty with a specific customer base, but also will cross train and lead team members in their area when needed. Specifically, but not limited to:

- Perform accurate completion of part setup and validation, create/update and work from spreadsheets and reports and research/compile data. Provide training to customers relating to Oracle processes.
- Prepare and input initial Bills of Material into Oracle for new manufactured items and as raw material items become available during the development timeframe to ensure on-time product launches. Provide project updates to leadership and customers as requires
- Understand Item categorization framework and file transfer requirements of data to provide feedback to customers to ensure data flow and usages is as expected.
- Complete daily validations, corrections, and updates to ensure integrity of operations.
- Schedule daily and special reports for information used in initial part number and Bills of Material setups, as well as for tracking raw material status flows Item Master and Bills of Materials.
- Attend and participate in weekly meetings to share and gather information related to current and upcoming projects. Receive and maintain requests for new projects using project tracking software. Maintain workflow and similar documents as current, working with team for updates.
- Obtain approvals and communicate need for such to ensure SOX process is followed. Maintain accurate records of work performed, source documentation and approvals and be able to research and obtain such source data when required.
- Ability to analyze and troubleshoot issues as they arise.

#### ***Minimum Requirements:***

- Associate's degree or equivalent experience preferred, 3 – 5 years previous experience.
- High degree of confidentiality required, and a strong ability to work independently and in a team environment.
- Highly adaptable to various administrative routines requiring speed, accuracy, and flexibility

- Thorough knowledge of spreadsheet software required. Comfort in abilities to work with large data files easily, efficiently, and accurately.
- Demonstrated ability to handle multiple and concurrent tasks and to prioritize own work required with Excellent attention to detail and strong organizational skills.
- Strong oral and written communication skills
- Capable of trouble shooting systems and reports and working with Business Information Systems for solutions
- Experience in Oracle systems preferred

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.

**Receiver**  
**Internal & External Search**

**DEPARTMENT:** Logistics

**BUILDING:** YCG

**HOURS:** 2<sup>nd</sup> Shift, Monday – Friday 2:00pm – 10:00pm

**STATUS:** Non-Exempt, Full-Time

***Job Summary:***

This position is responsible for performing a variety of highly manual operations to expected productivity standards in support of the receiving functions in the Receiving Department, primarily at YCG. Position will include: receiving;; material and stock handling; unloading and moving incoming shipments/deliveries; recording discrepancies; visually inspecting items for damage; checking, counting and comparing quantities received against freight bills and purchase orders; working with the Radio Frequency corporate inventory and performing scanning/checking functions; powered equipment operation and similar other duties in support of the Receiving and Stock handling departments.

***Minimum Requirements:***

- Willingness and ability to operate various types of powered equipment, (i.e. turret, pacer, rider jack, reach truck, etc.), hand trucks, and related manual equipment.
- Knowledge and awareness of warehousing guidelines, and/ or safe storage techniques preferred.
- Ability to exert physical effort for weights up to and over 40 lbs. Safety awareness and thorough knowledge of lifting procedures is also required.
- Strong attention to detail including speed and accuracy in counting and checking.
- Ability to read and write in the English language, and knowledge of basic arithmetic is needed.
- Familiarity with freight terms and abbreviations, various forms such as freight bills, purchase orders, transfer sheets, and/or similar documents would be a plus.
- Computer experience needed. Word and Excel preferred. Experience with Oracle warehouse management system a plus.
- Ability to work independently or as a team member in a busy manufacturing/warehouse environment.
- Flexibility to work at YCM and YCI as operationally needed

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.

**Receiver 5<sup>th</sup> Shift (12 Hour Days)**

**Internal & External Search**

<b>DEPARTMENT:</b>	Logistics
<b>BUILDING:</b>	YCP - Manufacturing
<b>HOURS:</b>	5 <sup>th</sup> Shift, 5:45am – 6:00pm (2 on, 2 off, 3 on, 2 off, 2 on, 3 off)
<b>STATUS:</b>	Non-Exempt, Full-Time

***Job Summary:***

This position is responsible for performing a variety of highly manual operations to expected productivity standards in support of the receiving functions in the Receiving Department, primarily at YCI. Position will include: receiving; wax receiving; material and stock handling; unloading and moving incoming shipments/deliveries; recording discrepancies; visually inspecting items for damage; checking, counting and comparing quantities received against freight bills and purchase orders; working with the Radio Frequency corporate inventory and performing scanning/checking functions; powered equipment operation and similar other duties in support of the Receiving and Stickhandling departments (primarily YCP).

***Minimum Requirements:***

- Willingness and ability to operate various types of powered equipment, (i.e. turret, pacer, rider jack, reach truck, etc.), hand trucks, and related manual equipment.
- Knowledge and awareness of warehousing guidelines, and/ or safe storage techniques preferred.
- Ability to exert physical effort for weights up to and over 40 lbs. Safety awareness and thorough knowledge of lifting procedures is also required.
- Strong attention to detail including speed and accuracy in counting and checking.
- Ability to read and write in the English language, and knowledge of basic arithmetic is needed.
- Familiarity with freight terms and abbreviations, various forms such as freight bills, purchase orders, transfer sheets, and/or similar documents would be a plus.
- Computer experience needed. Word and Excel preferred. Experience with Oracle warehouse management system a plus.
- Ability to work independently or as a team member in a busy manufacturing/warehouse environment.
- Flexibility to work at YCM, YDC and YCI as operationally needed.

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.

## Seasonal Gift Assembler 1<sup>st</sup> Shift

### Internal & External Search

<b>DEPARTMENT:</b>	Gift Assembly
<b>BUILDING:</b>	YCG - Manufacturing
<b>HOURS:</b>	1 <sup>st</sup> Shift, Monday – Friday, 6:00am - 2:00pm (5:45am - 1:45pm)
<b>STATUS:</b>	Non-Exempt, Full-time

#### ***Job Summary:***

Are you looking to gain experience and knowledge in a new field of work? This is an exciting opportunity to join the nations' leading designer, manufacturer, wholesaler and retailer of premium scented candles!

As a Candlemaker, you will be responsible for performing a variety of light industrial tasks, including but not limited to, packaging, assembling, inspecting, and completing various candle products within the Manufacturing Division. While manufacturing experience is a plus, we are willing to train motivated individuals with a solid work history who are able to perform above the minimum qualifications.

If this sounds like a position you are interested in hurry and apply to become a member of the elite Yankee Candle Team

#### ***Minimum Requirements:***

- High School diploma or equivalent or 1 -3 years solid work experience (manufacturing preferred)
- Safety Awareness and thorough knowledge of proper lifting procedures; with the ability to stand for up to 8 hours as well as exert physical effort for weights up to 40 lbs.
- Solid communication skills and the ability to work both independently and in a team are essential.
- Strong attention to detail; good hand/eye coordination; and excellent accuracy are critical.
- Ability to exercise good judgment and to respond positively to instructions and standard procedures, with patience, and speed while maintaining a safe, healthy and productive work 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.



**Seasonal Gift Assembler 2<sup>nd</sup> Shift**

**Internal & External Search**

<b>DEPARTMENT:</b>	Gift Assembly
<b>BUILDING:</b>	YCG - Manufacturing
<b>HOURS:</b>	2 <sup>nd</sup> Shift, Monday – Friday, 2:00pm-10:00pm (2:15pm-10:15pm)
<b>STATUS:</b>	Non-Exempt, Full-time

***Job Summary:***

Are you looking to gain experience and knowledge in a new field of work? This is an exciting opportunity to join the nations' leading designer, manufacturer, wholesaler and retailer of premium scented candles!

As a Candlemaker, you will be responsible for performing a variety of light industrial tasks, including but not limited to, packaging, assembling, inspecting, and completing various candle products within the Manufacturing Division. While manufacturing experience is a plus, we are willing to train motivated individuals with a solid work history who are able to perform above the minimum qualifications.

If this sounds like a position you are interested in hurry and apply to become a member of the elite Yankee Candle Team!

***Minimum Requirements:***

- High School diploma or equivalent or 1 -3 years solid work experience (manufacturing preferred)
- Safety Awareness and thorough knowledge of proper lifting procedures; with the ability to stand for up to 8 hours as well as exert physical effort for weights up to 40 lbs.
- Solid communication skills and the ability to work both independently and in a team are essential.
- Strong attention to detail; good hand/eye coordination; and excellent accuracy are critical.
- Ability to exercise good judgment and to respond positively to instructions and standard procedures, with patience, and speed while maintaining a safe, healthy and productive work 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.

## Seasonal Retail Restocker

### Internal & External Search

<b>DEPARTMENT:</b>	Retail Restock
<b>BUILDING:</b>	YCS – Flagship Store
<b>HOURS:</b>	2 <sup>nd</sup> Shift, Wednesday – Sunday 4:00pm – 12:30am
<b>STATUS:</b>	Seasonal, Non-Exempt, Full-time
<b>SALARY GRADE:</b>	U11

***JOB SUMMARY:***

Perform a variety of manual and sales duties, primarily in support of the operations of the Yankee Candle South Deerfield Flagship Store including: Guest service, restocking displays, pricing and ordering merchandise, counting & restocking both Yankee and non-Yankee merchandise, and related other duties as required for the position.

***MINIMUM REQUIREMENTS:***

- Previous restock experience recommended. Must also have the ability to merchandise products in a retail setting.
- Clear understanding of high quality customer service and sales philosophies, and ability to provide this service in a retail setting required.
- Demonstrated ability to relate well to others using communication, interpersonal and related skills.
- Demonstrated strong attention to detail and good organizational skills. Use of arithmetic and reading and writing in the English language, including forms, tables, charts, etc. with or without arithmetic computations.
- Ability to use manual equipment such as U-boats, carts, etc. to move product, and to climb stairs and ladders to store, retrieve, and move stock.
- Safety Awareness and thorough knowledge of lifting procedures. Ability to exert physical effort to move weights up to 40 lbs. on a frequent basis and heavier weights on an occasional basis.

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.

## Seasonal Part-Time Sales Associate

### Internal & External Search

<b>DEPARTMENT:</b>	Retail Yankee Candle Village
<b>BUILDING:</b>	YCS – Flagship Store
<b>HOURS:</b>	Various Schedules, 10:00am – 6:00pm
<b>STATUS:</b>	Non-Exempt, Part-Time

#### ***JOB SUMMARY:***

The Retail Sales Associate will consistently perform the four non-negotiable sales standards of ASAP Selling in order to drive merchandise sales and provide exemplary guest service; assist in daily merchandise restocking and store maintenance; carry out store safety, security and related operational procedures; and similar other duties primarily in support of the YCC Flagship store including; food service areas such as fudge, popcorn and ice cream ; guest interaction with wax hand dipping, candle dipping and creating wax jar candles. Duties require employee availability to compliment the holidays, weekend and evening hours, when Yankee Candle's doors are open for convenient and accessible retail service to the public.

#### ***MINIMUM REQUIREMENTS:***

- All team members must exhibit all of the attributes of “Stage Presence”. The required attributes are as follows; Being **Enthusiastic** and **Welcoming** with all guests, Performing every task and interaction with a **Positive Attitude**, Being **Approachable**, **Personable**, and **Engaging** with every interaction, Greeting every guest with a **Smile**.
- Operate Point-Of-Sale (POS) register with speed and accuracy to record all guest purchases/transactions. Obtain guest payment and review for proper legal tender following established procedures for cash, checks and charges. Wrap guest purchases for transit, using tissue or similar material for protection as necessary.
- Demonstrated ability to assist with any store cleaning/restocking to keep store appearance at expected levels.
- Great attitude and willingness to learn.
- Strong attention to detail and excellent communication skills are required.
- Ability to work independently as well as a team.
- Flexibility to work later hours in the evening is required when our retail store hours increase.
- Safety Awareness and thorough knowledge of lifting procedures.
- Ability to lift 35 to 40 pounds from floor to waist level on a regular basis.

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. Must be available all day Saturday. We offer time-and-a-half for all Sundays and holidays worked.

## Stockhandler 2<sup>nd</sup> Shift

### Internal & External Search

<b>DEPARTMENT:</b>	Logistics
<b>BUILDING:</b>	YCP- Manufacturing
<b>HOURS:</b>	2 <sup>nd</sup> shift, Monday – Friday 2:00PM – 10:00 PM
<b>STATUS:</b>	Non-Exempt, Full-time

### ***Job Summary:***

This position is responsible for performing various manual and mechanical duties to move a variety of raw materials throughout an assigned work center. Duties include: operating electric and motorized material handling equipment for storing and retrieving raw materials; operating RF scanning equipment to identify and track material movement; recording inventory counts; replenishing raw materials, as needed; and other similar duties pertaining to the movement of company goods throughout the factory. May be required to perform other functions to support manufacturing as necessary.

### ***Minimum Requirements:***

- Ability to drive power equipment and become certified in forklift operation. Previous experience operating material handling equipment would be a plus.
- Demonstrated strong attention to detail, including speed and accuracy in counting and checking a must. Prior experience performing physical inventory counts and recording inventory totals preferred. In addition, experience operating Radio Frequency (RF) or similar scanning equipment would be a plus.
- Ability to read and write in English is required to interpret pull lists, inventory sheets, and other related printed information to determine which materials to pick, move, and store.
- Safety awareness and thorough knowledge of lifting procedures. Ability to exert physical effort up to 50% of the time for weights of 25 lbs. to 60 lbs.
- Demonstrated strong math capabilities are required in order to perform physical inventory counts.
- Demonstrated ability to interact with co-workers in a positive, productive, and cooperative manner encouraging teamwork, as well as the ability to work independently.

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

Stockhandler 5<sup>th</sup> Shift (12 Hour Days)**Internal & External Search**

<b>DEPARTMENT:</b>	Logistics
<b>BUILDING:</b>	YCP- Manufacturing
<b>HOURS:</b>	5 <sup>th</sup> Shift, 5:45am – 6:00pm (2 on, 2 off, 3 on, 2 off, 2 on, 3 off)
<b>STATUS:</b>	Non-Exempt, Full-time

***Job Summary:***

This position is responsible for performing various manual and mechanical duties to move a variety of raw materials throughout an assigned work center. Duties include: operating electric and motorized material handling equipment for storing and retrieving raw materials; operating RF scanning equipment to identify and track material movement; recording inventory counts; replenishing raw materials, as needed; and other similar duties pertaining to the movement of company goods throughout the factory. May be required to perform other functions to support manufacturing as necessary.

***Minimum Requirements:***

- Ability to drive power equipment and become certified in forklift operation. Previous experience operating material handling equipment would be a plus.
- Demonstrated strong attention to detail, including speed and accuracy in counting and checking a must. Prior experience performing physical inventory counts and recording inventory totals preferred. In addition, experience operating Radio Frequency (RF) or similar scanning equipment would be a plus.
- Ability to read and write in English is required to interpret pull lists, inventory sheets, and other related printed information to determine which materials to pick, move, and store.
- Safety awareness and thorough knowledge of lifting procedures. Ability to exert physical effort up to 50% of the time for weights of 25 lbs. to 60 lbs.
- Demonstrated strong math capabilities are required in order to perform physical inventory counts.
- Demonstrated ability to interact with co-workers in a positive, productive, and cooperative manner encouraging teamwork, as well as the ability to work independently.

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.

**Warehouse Worker II**

## Internal & External Search

**DEPARTMENT:** Logistics

**BUILDING:** YSH/YPP - Logistics

**HOURS:** 2nd Shift, Monday - Friday, 2:00PM – 10:00PM

**STATUS:** Non-Exempt, Full-Time

**SALARY GRADE:** Universal Pay Scale – Pay Grade U1

### ***Job Summary:***

Performs various duties within the standard operating procedures to ensure accurate Stock handling, Restocking, Shipping, Receiving and Return processes to meet the department’s mission of providing excellent and on time customer service. May be required to maintain engineered standards based on departmental assignment. Operates various electric and motorized material handling equipment in a safe, accurate and efficient manner. Loads and unloads trailers, restocking picking areas and follows procedures to properly document the movement of product. Takes inventory and documents and invoices orders and product movement to assure inventory Accuracy. Uses of RF scanning equipment to identify and move material and goods accurately both System and manually directed. Retrieves and stocks materials and product to support other operations in the building. Reports any inaccuracies or unusual events surrounding transactions of product. Counts, compares, checks and inspects quantities of materials and product, performs various duties in support of the Order Fulfillment and distribution of company goods in the YCM warehouse and local offsite warehouses. Operates the electronic parcel machine, applies charges accordingly and operates the wrapper when directed. Prepares parcel and freight shipments for pick-up. Rotates through pack area receiving direction from merge operator. Works safely in order to help preserve the safety and health of coworkers, guests and visitors as well as their own. Follows all Company safety/accident policies and procedures and adheres to all applicable safety laws and regulations. Notifies management promptly of any safety hazards/violations or accidents/injuries. Participates in safety training. Properly uses and maintains Personal Protective Equipment.

### ***Minimum Requirements:***

- High school diploma or equivalent work experience required.
- Prior warehousing experience strongly preferred.
- Ability to drive powered equipment and to become certified on powered Industrial equipment.
- Ability to use of a 2-way radio.
- Experience using RF scanning equipment a definite plus.
- Previous experience operating material handling equipment preferred.
- Ability to read and write in the English language is required.
- Familiarity with computers as well as previous Warehouse Management Systems (i.e. Pkms and Oracle) experience preferred.
- Safety Awareness and thorough knowledge of lifting procedures. Ability to exert physical effort to lift weights up to 60lbs on a frequent basis. (A post-offer physical assessment will be conducted due to the high level of physical demand required for this position)
- Typical warehouse environment. Refer to the specific Work Environmental Checklist for this position.

Must be able to pass a lifting assessment.

- Demonstrated strong attention to detail including speed and accuracy in counting and checking is a must.
- Demonstrated arithmetic skills including adding, subtracting, multiplying and dividing is required.
- Demonstrated ability to interact with coworkers in a positive, productive and cooperative manner encouraging teamwork required.
- Good communication skills a must.
- Flexibility to work at YCM, YCP, YSH and all logistics facilities

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.

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## **CORPORATE OPPORTUNITIES**

**Assistant Manager, Channel Marketing**

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**Internal & External Search**


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<b>DEPARTMENT:</b>	Wholesale – Brand Activation & Trade Marketing
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

***Job Summary:***

Under direction of the Channel Marketing Manager, the Assistant Customer Marketing Manager will be responsible for development and implementation of programs designed to achieve marketing goals for assigned wholesale customers. Builds and maintains strong internal and external partnerships in order to successfully execute marketing plans.

**Responsibilities:**

- Executes marketing plans which support channel customer marketing needs and contribute towards the achievement of division sales and profit goals.
- Partners with internal wholesale sales staff, customer marketing manager, brand marketing, sales analytics team and assigned customer account contacts in order to develop annual customer marketing strategy and plans.
- Drives execution of key consumer marketing communication initiatives such as signage, circulars, coupons, social and digital advertisements to support marketing activities and brand awareness.
- Project manages creation of marketing collateral materials and leads creation of accompanying creative, sample, video, visual and photography requests.
- Works closely with account manager and sales team to create and deliver customer presentations to achieve the intended objectives.

**Key Qualifications:**

- Bachelor's Degree or equivalent
- 2-4 years related experience
- Strong Project Management and organizational skills
- Proficient in MS Office
- Strong verbal and written communication skills
- Ability to work independently and build effective business partner relationships at various organizational levels
- Prior channel, customer or brand marketing experience preferred

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**Assistant Manager, Safety**


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**Internal & External Search**


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<b>DEPARTMENT:</b>	Safety
<b>BUILDING:</b>	YCP – Manufacturing
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

***Job Summary:***

Together with the Director of Safety, the Assistant Safety Manager leads the safety efforts across the corporation including multiple industrial sites. The Assistant Safety Manager identifies, develops, and implements safety programs and strategies in order to reduce or eliminate accidents and injuries and acts as a subject matter expert and consultant to the organization on matters related to safety and health. Additionally, this position will be responsible for:

**Responsibilities:**

- Fosters a safety culture that integrates effective Health and Safety strategies, activities, and decision making into all operations through collaboration with the Business Units throughout the company
- Provides leadership and expertise to identify and control hazards, develop and implement safety and improvement programs, and to maintain regulatory compliance.
- Establishes and oversees accident reporting and investigation. Actively leads or participates in investigations of a serious or sensitive nature
- Acts as a technical resource and subject matter expert on specialized safety topics including chemical and noise exposure, machine guarding, confined space entry, ergonomics, lockout/tagout, material handling, powered industrial trucks and HAZMAT
- Identifies, develops, coordinates, and implements effective safety education and training, awareness and promotional activities, recognition and awards, accountability, and employee involvement programs.
- Administration and development of written programs, policies, procedures, and records.
- Develops, analyzes, and distributes safety performance measures. Communicates trends, best practices, and regulatory updates pertinent to the business
- May be called on to represent the company to internal and external stakeholders.

**Key Qualifications:**

- Bachelor's Degree or equivalent experience. Bachelor's Degree in Occupational Safety or related field preferred.
- 7-10 years of direct safety responsibility, preferably in an industrial environment.
- Comprehensive knowledge of the safety and health programs, policies, risk identification and control strategies, and federal and state regulations. CSP, OSHA outreach trainer, Powered Industrial Truck trainer experience preferred.
- Ability to maintain a high degree of confidentiality including confidential information, including product, process, financial and legal compliance.
- Proven leadership experience with the ability to work within diverse and challenging situations to achieve results in a straight forward and composed manner.
- Strong interpersonal and communication skills with excellent analytical and problem-solving skills.
- Ability to work independently and to deliver results with minimum supervision.
- Competency in Microsoft business applications including Word, Excel and PowerPoint.
- Flexibility in work schedule is required including varying shifts, work on holidays, weekends and extended hours with minimal notice and as required by operational need. May need to respond to safety related emergencies. Some travel may be required

### Internal & External Search

<b>DEPARTMENT:</b>	Wholesale
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

***Job Summary:***

The Assistant Manager, Trade Strategy provides the wholesale division with analytics that support the sales organization and wholesale leadership team’s ability to measure and drive strategic initiatives. Has a thorough knowledge of business analytics and data reporting best practices, creates and maintains the data reporting tools that facilitate the wholesale organization to deliver against customer targets. Works closely with POS data providers and IT to better mine our currently available data, while continually looking for new data sources. In addition, but not limited to:

- Proactively manage POS data systems including SKY IT and IRI syndicated data, including monitoring data integrity, data cleansing and repairs, and system improvements
- Builds and maintains a library of wholesale scorecards and dashboards built around customer KPOs, continually looks to improve the insights available as well as the communication/training of the available reports to the sales staff and leadership team
- Provide analytical support data gathering, analysis, insights generation, presentation for use by sales, marketing, and brand teams to develop growth strategies
- Assist Sales Managers, Customer Marketing Managers, and Category Sales Managers in promotional analysis to measure effectiveness and ROI of promotions
- Assist technology initiatives-present and future. Create and disseminate actionable information based on reports
- Actively support sales teams in the annual financial planning process (F process), with specific responsibility for providing data and insight

***Minimum Requirements:***

- Bachelor's degree in business or related area
- 2 – 3 years of relevant experience in category, forecast, or financial analytics in a retail or wholesale environment, POS or Syndicated Data within Consumer Products industry
- Candidate must possess the following competencies: strong analytical skills, attention to detail, problem solving, critical thinking, good business judgment, and be a high energy self-starter as well as a collaborative team player
- Ability to follow outlined processes and make recommendations for increased efficiency where appropriate
- Demonstrated proficiency in Office applications, including Excel, PowerPoint, and Word, BI tools such as Oracle, Tableau, QuikView, and syndicated or customer POS data

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

### Assistant Manager, Sales Operations

## Internal & External Search

<b>DEPARTMENT:</b>	Wholesale
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	1 <sup>st</sup> Shift, Monday – Friday, 8:30 am – 5:00 pm

Under direction of the Wholesale Sales Operations Manager, responsible for development and implementation of programs designed to achieve sales goals across all Wholesale channels. Builds and maintains strong internal and external partnerships in order to successfully project manage and execute sales execution programs.

### Responsibilities:

- Executes marketing process improvements pertaining to but not limited to the four wholesale key initiatives which supports the sales and execution towards the achievement of division sales and profit goals. The for key initiatives are source book, sales meeting & pre-book programs.
- Drives development and execution of sales communication and works with 3<sup>rd</sup> party sales partners as needed to provide item set up and pricing updates.
- Partners with sales organization to communicate proper messaging and clarify of assigned programs as well as ensure sales team has all required selling tools.
- Supports on-going execution of technology- based sales and marketing platforms including execution of Wholesale website, CRM utilization.
- Assists the Sales Operations Manager in the support of cross functional projects, alignment and communication with Brand, Creative and Marketing on product launches, company campaigns and changes. Works closely to ensure alignment on execution and communication with Marketing Activation Vice President.
- Assist the Sales Operations Manager by providing ad hoc sales resources to the team as needed. Item information, guidance, alignment, answers sales team open questions.

### Key Qualifications:

- Bachelor's Degree or equivalent experience.
- 3 years related experience: strong project management skills
- Proven results and experience demonstrating strategic thinking, innovative creativity, analytical and superior organizational skills
- Strong Communication, both in written and oral form
- Prior sales experience and knowledge of customer relationship management software (i.e. salesforce.com) preferred.
- Solid business partner with the ability to build effective relationships internal and external to the organization.
- Proficiency with Microsoft Office, with a focus on Microsoft Word, Excel, and PowerPoint.
- Ability to work with highly confidential information is a must.

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. Some travel will be required as necessary.

**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 background check and potentially and 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.

**Associate Product Engineer**

## Internal & External Search

<b>DEPARTMENT:</b>	Research and Development
<b>BUILDING:</b>	YCO - Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

### ***Job Summary:***

The Associate Product Engineer will be responsible for executing new product development (NPD) projects for both new and existing products while working within a cross-functional team. This position will participate in the engineering efforts for NPD projects from conception through production launch. You will ensure the product meets or exceeds expectations from a cost, timing, and specification standpoint while working with Marketing, Industrial Design, Manufacturing, Quality, and Supply Chain.

### **Responsibilities:**

- Applies a basic understanding of how design influences product cost at the component and sub-assembly level to meet defined cost targets.
- Recommends and presents solutions and opportunities in forums to encourage ideation and technical sharing.
- Reviews relevant competitive products and patents to provide benchmarking and analysis of technical specifications.
- Utilizes statistical analysis to ensure high quality and product performance that exceed consumer expectations
- Partners with quality to ensure ongoing quality conformance for new products.
- Assists in DFMEA, PFMEA, root cause analysis, lean process, and kaizan events for existing product lines.
- Assists in test development, researches testing tools, techniques, processes, and strategies
- Assists in writing technical specifications and maintaining documentation for the development and implementation of new products
- Interprets, explains, and influences engineering drawings
- Develops optimal product test plans to validate design. Analyzes test results to provide data for use in solving problems.
- Summarizes complex technical concepts in simple, clear language appropriate to the audience to gain alignment.
- Applies a basic understanding of product specifications, material selection, manufacturing processes, cost constraints, regulatory and legal landscape (intellectual property) to drive high quality, sustainable, and efficient NPD.
- Recommends architecture of products and is accountable for a subset of the system to ensure robust end product designs.
- Some travel may be required.

### **Key Qualifications:**

- Bachelor's degree in Mechanical, Electrical, Material, or Software Engineering required
- 0 – 2 years of product development experience preferred
- Strong knowledge of problem solving techniques and methodologies
- Previous hands on prototyping/design validation model building knowledge preferred
- Demonstrates strong Static/Dynamic analytical skills.
- Previous CAD modeling experience (Cero preferred) a plus
- Candidate must be able to work as a team player and have demonstrated leadership ability.
- Strong interpersonal, communication and project management skills. Excellent presentation skills required, along with superior organization and attention to detail.

## Associate Product Safety Specialist

## Internal & External Search

<b>DEPARTMENT:</b>	Regulatory
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

### *Job Summary:*

Under the supervision of the Director of Regulatory Compliance, works internally and externally to ensure timely and thorough evaluation of all Yankee Candle products with respect to ingredient safety, product safety, and regulatory compliance with US (local, state, federal), EU and other international safety regulations. Serves as Regulatory representative in cross-functional projects and provide support to our customers, e.g., Product Development, Legal, R&D, and other YCC departments in their daily operations.

### **Responsibilities:**

- Works with suppliers to obtain required toxicology and regulatory information, and conduct literature and toxicological database search to fill data gaps.
- Performs initial safety, toxicological and regulatory reviews of raw materials, and fragrances for YCC products.
- Prepare ingredient dossiers per applicable regulations under supervision
- Conduct fragrance and formula review and enter information in YCC system
- Reviews and coordinates safety testing on products and formulas during the product development processes to support CLP classification and product safety assessment.
- Conducts global regulatory reviews, and prepares product information dossiers per safety regulations under supervision
- Provides regulatory support for specific chemical regulations pertinent to the customer's product lines
- Responds to inquiries pertaining to regulatory and product safety. Provides recommendations and assistance to the Director.
- Build close relationships with YCC suppliers and vendors, and timely communicate the safety and regulatory requirements for YCC products
- Represents Product Safety and Regulatory Compliance on various projects with the company, especially as related to ingredient safety and product compliance.
- Reviews, summarizes, and presents critical issues to the Director of the Regulatory Department on regular basis. Maintains a complete record of activities and submitting accurate and detailed reports on a timely basis.

### **Key Qualifications:**

- Minimal Bachelor's Degree in Science (Toxicology, Biology, Pharmacology, or relevant scientific disciplines).
- At least 2-3 years of experience in consumer products and ingredients safety and evaluation and regulatory issue management.
- Experience with chemical, cosmetic and toxic substances (air care or fragrance experience) strongly desired.
- Demonstrated success in multiple project management / coordination.
- Self-motivated, working independently without daily supervision.
- Proficiency with software and databases in SDS generation and CLP label development is desired.
- Must be detail oriented with effective verbal and written communication skills.

**Notice:** This position is subject to a criminal background check and potentially 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

## Associate Project Manager

### Internal & External Search

<b>DEPARTMENT:</b>	Customer Delivery
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

#### *Job Summary:*

The Associate Project Manager will be a key member of the Customer Delivery Team set out to develop world-class project execution. The main responsibility is to manage a cross-functional team in order to develop, commercialize and launch innovative product solutions that meet cost, schedule and scope requirements. These projects can range from short term consumer activation to larger complex projects that are not product related. Additionally, the PM will aid in the both the accuracy and analysis of project planning & report out.

#### **Responsibilities:**

- Independently lead projects that range in complexity in new/existing markets and technology.
- Responsible for delivering key Customer Delivery KPI's of project timing, cost, quality, and budget.
- Partner with Trade, Brand Activation and Channel Marketing to define project scope & design.
- Monitor and report status of project progress and risks to upper management.
- Hold regular reviews with managers to ensure program and project plans are aligned with the innovation strategy.
- Leads Network Joint Planning Sessions to collaboratively develop standardized timelines for projects.
- Establish formal weekly team meetings & communication methods that drive project execution & completion.
- Manage project scope alignment, adherence and changes to ensure successful project delivery.
- Motivate and monitor project team members and contractors while influencing them to take positive action and accountability for their assigned work.
- Identify and resolve issues and conflicts within the project team and escalate issues as needed.
- Interact effectively with Development and Delivery Teams.
- Build, develop, and grow any business relationships vital to the success of the project.
- Participate in post launch audit output evaluations to recommend advancements for continuous improvement of project execution practices.

#### **Key Qualifications:**

- Bachelor's degree in engineering, or in a related field with equivalent working experience.
- 3+ years of experience in project management. Experience leading projects and programs with high complexity.
- Proven ability to facilitate relations between business groups and technology departments at a global level.
- Demonstrated familiarity with structured project management methodologies.
- Demonstrated familiarity with basic manufacturing processes and production planning.

**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

### Director, Product Development

## Internal & External Search

<b>DEPARTMENT:</b>	Research and Development
<b>BUILDING:</b>	YCO - Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

### **Job Summary:**

The Director, Product Development will establish and maintain a strategic vision for the engineered quality and reliability of all new product development (NPD). The successful candidate will Identify, coordinate, and lead activities that ensure the quality and reliability standards are met for all new product launches. Model and leverage Lean, Six Sigma principles and teach these methods to the R&D organization. Manage the Research and Development (R&D) testing function and maintain a vision for best in class operating efficiency, efficacy, and consumer relevance in testing. While working effectively with other disciplines including Marketing, Industrial Design, Manufacturing, Quality, and Supply Chain.

### **Responsibilities:**

- Presents top brand priorities and clear objectives for R&D vision to promote short and long-term success.
- Identifies big picture department strategy and defines key business unit product strategies to meet business objectives.
- Challenges resource utilization to drive projects that have the biggest value and maximum impact (return on investment) to the company growth objectives.
- Builds, establishes, and manages team budget to ensure buy-in from R&D leadership and finance.
- Attracts, develops, and leads technical experts to commercialize business and product solutions.
- Identifies and leverages technologies, global product development capabilities, and global supply networks to ensure a source of sustainable competitive advantage
- Leads organizational direction and change through excellent interpersonal, writing, planning, and presentations skills to build employee confidence and gain alignment.
- Facilitates forums to ensure ideation and technical sharing.
- Ensures consumer and market insights are a key driver of innovation plans and product development priorities to ensure relevant products are being brought to market.
- Attends conferences and educations workshops and pursues certifications to maintain technical knowledge through continuous development.
- Fosters the development of the innovation funnel to collaborate with Marketing and study market trends, competitive products, reviews of technology, and end user needs.
- Partners across Newell to leverage best practices in NPD.

### **Key Qualifications:**

- Bachelor's degree in Engineering, Technical Engineering, or science discipline required with 10 years of product development and manufacturing experience required.
- 7 years previous management experience required
- Previous hands on experience in Lean and Six Sigma tools required with proven ability to work in a matrix organization.
- Must have a working knowledge of statistics, reliability, sampling, auditing and quality systems such as ISO, QS, and TQM.
- Previous experience in various types of manufacturing. (plastics, metals, wood, or electric commodities preferred)
- Proven superior interpersonal and communication skills; essential for dealing with all levels of internal and external suppliers and customers
- Strong interpersonal, communication and project management skills. Excellent negotiation skills required.

**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.

## Internal & External Search

<b>DEPARTMENT:</b>	Information Technology
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

### ***Job Summary:***

With very limited supervision, the ERP Analyst III is responsible for leading the development and maintenance of the Enterprise Resource Planning (ERP) program. Collaborates with business users to understand and create business functional requirements. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate and business functional needs.

- Works directly with IT and business users to thoroughly understand functional requirements to produce effective technical design documentation using best practice development standards for our ERP system.
- Assist in the implementation of purchased application software and integrating it with company applications, data bases and technology platforms.
- Duty/Responsibility: Responsible to manage progress toward resolving critical production support and application enhancement requests are prioritized with IT department.
- Review business requirements with the goal of developing high-level solution design, timelines and resource estimates for implementation, including deployment recommendations factoring in the Information Technology Department standards, security, audit and compliance requirements.
- Works in collaboration with the business users and IT team to ensure production support and application enhancement request and system changes are prioritized.
- Customizes and configures workflow to allow for the integration of client/server applications.
- Responsible for designing, planning and executing application testing strategies and tactics to ensure software quality throughout all stages of implementation and testing process.
- May lead and manage the work of others.

### ***Minimum Requirements:***

- BA/BS Degree or equivalent experience.
- 5-8 years of experience as a Business Analyst or Applications Administrator in an IT environment or business functional area.
- Strong teamwork and interpersonal skills and the ability to effectively communicate
- Strong oral and written communication skills
- Excellent analytical problem solving and decision-making skills within functional and technical areas
- Strong leadership skills, attention to detail and organization of status reports
- Knowledge of application design activities tools and techniques, knowledge and experience with implementing purchased application software; knowledge of application testing and ability to execute.

***Notice:*** This position is subject to a criminal background check and potentially 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.

**Financial Analyst, Wholesale**



### **Internal & External Search**

<b>DEPARTMENT:</b>	Wholesale
<b>BUILDING:</b>	YCO - Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>REPORTS TO:</b>	Vice President, Wholesale Finance

#### ***Job Summary***

This position is responsible for supporting the daily operations within the group through the development, maintenance and analysis of financial models and analytical tools to support the business. Specifically:

- Act as business partner to account/channel stakeholders by developing tools that enhance business analytics and serve to clarify findings, supporting profitable decision-making recommendations and effectively evaluating historical performance;
- Prepare accounting entries and maintain related records and analyses that properly record and document financial activities of assigned business channel;
- Act as a key participant in the annual budgeting and reforecasting processes which includes coordinating key timelines, maintaining close partnerships with budget stakeholders, managing data collection and consolidation and assisting in the overall review of channel financial projections
- Monitor and maximize stakeholder segment margin; identify key performance successes / issues versus plan and last year and provide timely and actionable feedback;
- Play a lead role in optimizing trade fund spending by evaluating promotional opportunities, challenging historical assumptions, identifying risks to plan spending levels, and regularly communicating with stakeholders.
- Assist as requested in the compilation and preparation of financial schedules and analyses to be used at Period Reviews, Annual Plan Reviews, Quarterly Division Financial Updates, etc.

#### **Key Qualifications:**

- BA Degree in Accounting/Finance or equivalent experience
- 3-5 years of related business experience
- 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
- Solid analytical skills
- Must be able to work independently as well as be part of a team within the matrix environment
- Intermediate to Advanced MS Office Skills, with a focus on Excel and Access
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### **Global Capacity Manager**

### Internal & External Search

**DEPARTMENT:** Planning

**BUILDING:** YCO - Corporate

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

The Global Capacity Manager is responsible to access the long-range planning capacity for North America and International candle factories and key finished good suppliers for a rolling 5 year horizon. Leads Sales and Operations monthly meetings and leads sales and operations planning process improvements

**Responsibilities:**

- Using various data sources for demand and supply, assembles a long range capacity assessment by factory. Data sources include the planning system, budget data, new introduction project plans and Excel data sources.
- Facilitates the monthly sales and operations meetings, including setting the agenda, assembling the presentation and running the meeting. Identify areas of concern and summarize recommendations to address issues by shifting supply from one factory to another or adding machines.
- Works closely with manufacturing to understand future production rates in detail by machine and product type.
- Assists, when needed, other planning resources in scheduling and planning of production lines,
- Works with planners and suppliers to assemble long term capacity plans for key finished good suppliers.
- Works closely with the Project Manager’s in the development and planning processes for new product introductions to ensure capacity implications are understood. Key resource from planning at GKM project meetings.

**Key Qualifications:**

- Bachelor’s degree, MBA Preferred
- A minimum 7 years planning experience, ideally with 2 years of multi-site planning
- Previous planning systems experience, including in depth familiarity with MPS; Oracle experience a plus
- 3+ years’ experience in sales and operations planning.
- Possesses proficiency in planning/analysis;
- Experience in developing supplier relationships;
- Strong communication skills; excellent organizational and presentation skills
- Excellent Excel skills

**Key Account Manager**

## Internal & External Search

<b>DEPARTMENT:</b>	Wholesale
<b>HOURS:</b>	Monday - Friday, 8:30 AM – 5:00 PM
<b>STATUS:</b>	Exempt, Full-time

### ***Job Summary:***

The Key Account Manager (KAM) is responsible for managing the customer/category day to day operations while delivering sales and profitability targets for their account base. Maximize the availability of our products in the appropriate channels of distribution consistent with our brand strategy with an emphasis on superior new product execution. Execute consumer and shopper driven strategies for their customers that enable Newell to achieve best in class results. Utilize leading edge data, information systems, and metrics around financial, brand, and shopper trends to maximize market share, sales, and profits through price optimization for Newell Brands and our customers. Build customer relationships at the buyer and senior buyer levels and facilitates connectivity in other functional areas including Marketing, Supply Chain, Communications and Operations. Deliver results while maintaining the highest level of integrity. Foster an environment that generates breakthrough ideas and lead a collaborative and open organization that lives the values of Newell Brands.

### **Responsibilities:**

- Delivers sales and profitability targets.
- Builds customer relationships at the buyer lever and facilitates connectivity in other functional areas.
- Executes consumer and shopper driven strategies for their customers.
- Use data, information systems, and metrics around financial, brand, and shopper trends to maximize market share, sales, and profits.
- Lead process for managing trade spends/customer programs in collaboration with trade and finance through management of internal TPM system.
- May provide analytical and presentation support for National Account Managers on larger accounts
- Lead the Business Segment on the needs of the Customer.
- Develop and execute Customer & Category Strategic Development and annual operating plan.
- Negotiates and manages trade funds to create customer and company value by consistently measuring and enforcing trade terms and identifying opportunities for improvement.
- Works with demand planning to develop accurate sales forecasts and achieve specified levels of forecast accuracy Monitors the competitors' brands and products as well as our market share, competitor market share, and target market share to understand shopper trends and opportunities and communicating to appropriate sales, trade and brand management.
- Collaborates with trade marketing to provide and explain market data to the customer
- Works with trade to implement methods that assist our customers in effectively and creatively winning with consumers, shoppers, end-users, and purchasers through promotions, packaging and merchandising.
- Leverages our brands and product mix to improve profitability and meet customer, shopper, and Newell Brands targets.

**Minimum requirements:**

- Bachelors/University degree
- 5+ years sales and/or trade experience
- Experience in military, craft and/or office channel preferred
- Persuasive / Sales Ability / Negotiation Skills
- Experience with a minimum \$10M book of business
- Background in dealing with selling “the bag” of multiple brands across many categories
- Initiative & follow-through
- Solid analytical skills and acute attention to details
- Strong project management skills
- Self-motivated with a strong work ethic and exceptional drive for results
- Advanced skills using Microsoft Word, Excel, and Power Point
- Ability to thrive in a fast-paced environment
- Proven ability to lead cross functional team
- Excellent written and verbal communication skills; must be able to present data in an organized manner
- Demonstrated ability to handle multiple tasks and assignments simultaneously
- Conflict Management/Composure; Technical Knowledge
- 25-50% Travel

## Manager, Channel Marketing

### Internal & External Search

<b>DEPARTMENT:</b>	Wholesale – Brand Activation & Trade Marketing
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm

The role of this job is to commercialize sales and marketing programs within all channels of distribution and to identify channel-specific business-building opportunities; work cross functionally to deliver sales and profit results through commercialization of the overarching brand/trade strategies to the customer/channel. Specific responsibilities will include but are not limited to:

#### **Channel Strategy**

- Develop channel strategy for various Channel customers.
- Contributes and executes priorities set by Director.
- Recommends and tracks success metrics.
- Executes strategy as appropriate.

#### **Channel Planning and Execution**

- Leads the annual channel management planning process relative to area of responsibility.
- Conduct a situation assessment, including analysis of primary and secondary data across market, shopper, and the channel / region.
- Makes category management recommendations to optimize performance of shelf set, such as optimal SKU assortment, merchandising and shelf/ catalog layout.
- Leads annual plan development and calendar of activities for channel.
- Execute the plan including promotional programs, such as in-store merchandising signage or displays, retailer feature ads, events (trade shows), and channel-specific marketing support materials. Ensures consistency with brand guidelines and point of sale.
- Lead the line review preparation process, collaborating with Sales and Brand / Product Management. Works to drive pre-sell activity with customer, manage/drive expectations, and establish mutual goals for the meeting.

#### **Pricing and Trade Fund Guidance**

- Recommends channel perspective and needs for pricing.
- Analyzes channel promotional pricing and pricing activity in line with programming requirements and cost-to-serve, to ensure they are within Brand pricing guardrails. Highlights any inconsistencies to management.
- Tracks, analyzes, and reports potential impact of pricing exceptions on channel.
- Analyzes Yankee Candle/Home Fragrance brand and competitive price within area of responsibility. Recommends potential pricing actions.
- Understands what trade funds or customer program spend is available or needed for programming.

#### **Market, Shopper, and Channel / End-User Insights**

- Compile and analyze market, shopper / end-user, and channel knowledge gaps and creates a summary for the business to review.
- Manage timelines and lead deliverables for all line reviews.
- Analyzes profiles of competitors and channel customers using primary and secondary research and data.
- Gathers competitive and marketplace intelligence and share with the organization, ultimately constructing a competitive profile and comp shop analysis.

#### **Brand Stewardship and Merchandising Innovation**

- Supports the analysis of new product launch and merchandising initiatives.
- Completes forecast tools.

#### **Financial Management**

- Prepares product mix recommendations.
- Collects and summarizes business risks and opportunities.
- Tracks and maintains appropriate cost center budget elements and communicate issues
- Engages in S&OP process to provide input to

#### **Ideal Candidate Profile:**

- 5 - 7 Years Related Work Experience
- Experience with a CPG or durable company, ideally in channel marketing, trade marketing, management, brand management, insights or sales.
- Leading a team of people to achieve results.
- Collaborating with partners and other organizations to achieve results.
- Four year College/University degree
- Fluent in English (verbal and written)
- Up to 25% travel may be required

**Manager, Information Delivery**  
**Internal & External Search**

**BUILDING:** YCO - Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time

The Manager – Oracle Business Intelligence Enterprise Edition role will be a part of the Information Delivery team within the Global IT Group and will be focused on working closely with our business units to support, develop, and implement scalable, robust BI solutions. This role will work closely with business management to develop and deliver analytical tools to enable data driven decision making. This role will be responsible for working with internal customers to derive value out of these existing solutions as well as building new solutions, partnering with internal development teams and outside consulting partners.

**Responsibilities:**

- Leads a team responsible for gathering requirements and documenting functional specifications - obtains approvals from the business, drives standards, utilizes a common design approach
- Aides the business in responding to key business questions, requiring detailed knowledge of available data, and requiring strong capability on enterprise reporting tools (e.g., Oracle, OBIEE, Power BI, etc.).
- Designing, developing, and deploying BI Solutions
- Debugging, monitoring, and troubleshooting BI Solutions
- Writing relational and multidimensional database queries
- Data Modeling
- Portfolio management

**Key Qualifications:**

- A four-year degree in Information Technology preferred. A technology or engineering degree with an emphasis and proven work experience on Fin/SC would be considered.
- 8+ years of proven experience leading enterprise-wide BI projects on the OBIEE platform
- 5+ years successfully leading a team of functional resources to deliver BI solutions. There will be direct reports to this role
- Top-tier communication skills. Experience working with VP-level and up. Must include time leading workshops and design sessions
- Full, proven understanding of Software Development Life Cycle for BI
- Passion for data quality and best practices supporting data accuracy
- Experience building and executing training and change management programs
- Strong analytical, problem-solving and conceptual skills coupled with strong consensus building capabilities
- Must possess strong attention to detail, time management and organizational skills

- Self-motivated professional with demonstrated success in information technology positions
- Strong teamwork and interpersonal skills; ability to effectively communicate and thrive in a cross-functional environment
- Strong track record of linking and enabling technologies to real-world business requirements

**Preferred Qualifications**

- Data visualization (Power BI, Tableau, Qlik, Domo)
- SQL and Excel skills
- Cloud Platforms (Azure, Amazon, ect.)

**Program Manager I**

**Internal & External Search**



<b>DEPARTMENT:</b>	Product Management
<b>BUILDING:</b>	YCO - Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

**Job Summary:**

The Program Manager I will be a key member of the Program Management Team set out to develop world-class project execution. The main responsibility is to manage a global development cross-functional team in order to develop, commercialize and launch innovative product solutions that meet cost, schedule and scope requirements. Additionally, the PM I will aid in the both the accuracy and analysis of project planning & report out.

**Responsibilities:**

- Independently leads projects of various complexity and works under supervision for programs targeted for new technology and markets.
- Leads Network Joint Planning Sessions to collaboratively develop standardized timelines for projects.
- Responsible for delivering key PMO KPI's of project timing, cost, quality, and budget.
- Partner with Brand Marketing to define project scope & design.
- Establish formal weekly team meetings & communication methods that drive project execution & completion.
- Monitor and report status of project progress and risks to upper management.
- Participates in post launch audit output evaluations to recommend advancements for continuous improvement of project execution practices.
- Ensures project outputs are consistently high-quality deliverables, on time and within budget to all business objectives.
- Communicates project expectations and plans to the project team members, upper management and other stakeholders in a clear and concise fashion.
- Identifies, negotiates and supports the resolution to issues within cross functional teams.
- Develops and manages project schedules with focus on critical path.
- Maintains documentation as required by the stage-gate development process.

**Key Qualifications:**

- Bachelor's degree in Engineering, or in a related field with equivalent working experience.
- Consumer products industry experience.
- 3-5 years of experience in product development and project leadership roles.
- Strong focus and proven ability to facilitate relations between business groups and technology departments.
- Demonstrated familiarity with structured project management methodologies (e.g., critical path).
- Demonstrated familiarity with basic manufacturing processes and production planning.
- Logical and creative problem-solving and analytical skills.
- Possesses basic business financial knowledge.
- Proficient in project management tools such as Microsoft Project, Project Online and SharePoint.
- Possesses influencing skills (leads by example, clearly articulates business cases and interpretation of cause-effect impact).
- Develops and maintains constructive and cooperative working relationships.
- Highly effective organization and planning skills.
- Ability to scope and size work efforts effective

## Internal & External Search

<b>DEPARTMENT:</b>	Research and Development
<b>BUILDING:</b>	YCO - Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

### ***Job Summary:***

The Product Engineer will be responsible for new product development (NPD) projects for both new and existing products, while working within a cross-functional team. This position will participate in the engineering efforts for NPD projects from conception through production launch. You will ensure the product meets or exceeds expectations from a cost, timing, and specification standpoint while working with Marketing, Industrial Design, Manufacturing, Quality, and Supply Chain.

### **Responsibilities:**

- Develops the analysis of how sub-assembly level decisions impact the overall business strategy to facilitate design-for-cost and uses results to influence product design.
- Assists in developing detailed project plans including cost, timing, and resource requirements.
- Recommends and presents solutions and opportunities in forums to encourage ideation and technical sharing.
- Reviews relevant competitive products and patents to provide benchmarking and analysis of technical specifications.
- Applies Six Sigma and other statistical methodologies throughout the product development process to influence product design.
- Partners with quality to ensure ongoing quality conformance for new products.
- Leads DFMEA and/or PFMEA activities, and resolves high risk items prior to execution
- Creates test methods based on risks identified in the DFEMA, and analyzes test results to inform design decisions
- Leads Design for Assembly, root cause analysis, lean process, and kaizan activities
- Writes and maintains technical specifications and documentation for the development and implementation of new products
- Recommends tools and techniques for automating, simplifying, and enhancing product testing
- Utilizes understanding of diverse types of manufacturing equipment to influence product development
- Supports material and component selection based on target requirements. Identifies key issues involved with different types of manufacturing materials
- Recommends and presents solutions and opportunities in forums to encourage ideation and technical sharing.
- Supports supplier development and selection to ensure technical capabilities to support innovation funnel
- Summarizes complex technical concepts in simple, clear language appropriate to the audience to gain alignment.
- Applies understanding of product specifications, material selection, manufacturing processes, cost constraints, regulatory and legal landscape (intellectual property) to drive high quality, sustainable, and efficient NPD.
- Recommends architecture of products and is accountable for a subset of the system to ensure robust end product designs.
- Some travel may be required.

### **Key Qualifications:**

- Bachelor's degree in Mechanical, Electrical, Material, or Software, Engineering required
- 2-5 years of product development experience preferred
- Strong knowledge of problem solving techniques and methodologies
- Previous hands on prototyping/design validation model building knowledge preferred
- Demonstrates Strong Static/Dynamic analytical skills
- Previous CAD modeling experience (Cero preferred) a plus
- Candidate must be able to work as a team player and have demonstrated leadership ability.
- Strong interpersonal, communication and project management skills. Excellent presentation skills required, along with superior organization and attention to detail.

*Notice:* This position is subject to a criminal background check and potentially 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.

**Product Engineer**

### Internal & External Search

<b>DEPARTMENT:</b>	Research & Development
<b>BUILDING:</b>	YCP - Manufacturing
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

This position is responsible for the oversight of VAVE (Value Analysis/Value Engineering) product engineering initiatives. He/She will provide regular updates to program management project teams . Will execute other related responsibilities as needed or assigned. He/ She will work directly on the product engineering activities required to complete specific VAVE projects and deliver results on time and on budget.

#### Responsibilities:

- Work cross functionally to drive new VAVE projects to successful completion (cost, quality, timing) via stage-gate methods.
- Deliver against the yearly VAVE savings budget.
- Track R&D budgets and testing for VAVE projects.
- Track and report on progress to plan.
- Coordinate management and technical decisions.
- Ensure projects are moved through VAVE funnel on time and in full from idea to launch/execution
- Work with global manufacturing and sourcing partners to drive efficiencies and product cost savings.

#### Key Qualifications:

- Bachelor of Science in Engineering or related field.
- Experience driving VAVE efforts
- Experience in new product development with demonstrated launch successes, preferably in consumer goods market.
- 5 years leading product development projects.
- Strong critical thinking and advanced problem solving skills to address technical issues and to drive new ideation and innovation.
- Ability to work effectively within a highly matrixed organization.
- A demonstrated capability to drive process and product improvement.
- Up to 30% travel.

#### Preferred Qualifications:

- Experience with Lean concepts applied to product development.
- Experience with Die Cast manufacturing.
- Experience with Electrical appliances.
- Electric motor manufacturing.
- Experience with regulated industries in Europe, North and South America.
- Lean Six Sigma.

## Project Manager

### Internal & External Search

**DEPARTMENT:** Customer Delivery

**HOURS:** 1<sup>st</sup> Shift

**STATUS:** Exempt, Full-time

#### ***Job Summary:***

The Project Manager will be a key member of the Customer Delivery Team set out to develop world-class project execution. The main responsibility is to manage a cross-functional team in order to develop, commercialize and launch innovative product solutions that meet cost, schedule and scope requirements. These projects can range from short term consumer activation to larger complex projects that are not product related. Additionally, the PM will aid in the both the accuracy and analysis of project planning & report out.

#### **Responsibilities:**

- Independently lead projects that range in complexity in new/existing markets and technology.
- Responsible for delivering key Customer Delivery KPI's of project timing, cost, quality, and budget.
- Partner with Trade, Brand Activation and Channel Marketing to define project scope & design.
- Monitor and report status of project progress and risks to upper management.
- Hold regular reviews with managers to ensure program and project plans are aligned with the innovation strategy.
- Leads Network Joint Planning Sessions to collaboratively develop standardized timelines for projects.
- Establish formal weekly team meetings & communication methods that drive project execution & completion.
- Manage project scope alignment, adherence and changes to ensure successful project delivery.
- Motivate and monitor project team members and contractors while influencing them to take positive action and accountability for their assigned work.
- Identify and resolve issues and conflicts within the project team and escalate issues as needed.
- Interact effectively with Development and Delivery Teams.
- Build, develop, and grow any business relationships vital to the success of the project.
- Participate in post launch audit output evaluations to recommend advancements for continuous improvement of project execution practices.
- Develop self as a role model for professionalism and leadership.
- Recognize, celebrate and reward successes of individuals and of teams.

#### **Key Qualifications:**

- Bachelor's degree in engineering, or in a related field with equivalent working experience. MBA and/or PMP Certification are preferred.
- Consumer products industry experience.
- 5+ years of experience in project management.
- 3+ years of experience in management and leadership role.
- Experience leading projects and programs with high complexity
- Proven ability to facilitate relations between business groups and technology departments at a global level.
- Demonstrated familiarity with structured project management methodologies.
- Demonstrated familiarity with basic manufacturing processes and production planning.

- Experience in developing and deploying project best practices, policies, procedures, and processes.
- Logical and creative problem-solving and analytical skills required.
- Proficient in project management tools such as Microsoft Project, Project Online and SharePoint.
- Possesses influencing skills (leads by example, clearly articulates business cases and interpretation of cause-effect impact).
- Demonstrates high ethics and values.
- Highly effective organization and planning skills required.
- Ability to support the needs of and interact appropriately with cross-functional personnel through executive leadership.
- Excellent written and verbal communication skills and presentation skills are required.

**Notice:** This position is subject to a criminal background check and potentially 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.

## Purchasing Agent

### Internal & External Search

<b>DEPARTMENT:</b>	Purchasing
<b>BUILDING:</b>	YCP - Manufacturing
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

The Purchasing Agent is responsible for the sourcing and procurement of a variety of materials and services that meet standards in quality, cost and delivery timelines within the specific guidelines of designated Yankee Candle business areas. The successful candidate will effectively and efficiently research, source and select the best suppliers which includes negotiation of pricing, terms or timelines and managing the associated purchasing process. The Purchasing Agent also operates as an extension of the Senior Purchasing Agent and supports the management of projects which includes raw material development, new product component development and identifying sources and trends within the National and International markets. Specific duties include but are not limited to:

#### **Responsibilities:**

- Overall management of a variety of raw materials/finished goods and suppliers, analyzing information to determine the appropriate purchasing requirements, negotiating with suppliers, and providing specific reporting on commodities
- Interview and confer with various suppliers to solicit bids. With this information, analyze, evaluate and select products/materials from the suppliers whose quality, delivery, terms and costs are acceptable
- Communicate with internal management customers as well as external suppliers to understand and communicate appropriate business requirements to ensure proper procurement
- Manage the overall supplier relationship including, invoice discrepancies, quality issues to determine appropriate correction actions (if necessary) which includes supplier follow up to resolve issues
- Recommend cost saving improvements in supply chain systems, sourcing processes, quality or materials
- Assist in the management of the art and regulatory approval process as well as the assisting in the management of inventory, commodity development and quality
- Drive productivity savings through competitive bidding, product review, negotiations and synergy projects

#### **Key Qualifications:**

- Bachelor's Degree or equivalent purchasing experience.
- 3 - 5 years purchasing experience within a Consumer Package Goods Manufacturing environment or equivalent experience.
- Proven results and experience demonstrating strategic thinking, innovative creativity, analytical and superior organizational skills

- Solid negotiating and supplier relationship skills
- Demonstrated project management skills with the ability to manage at all levels of the organization.
- Strong Communication, both in written and oral form, as well as the ability to present, persuade and influence at all levels.
- Solid business partner with the ability to build effective relationships internal and external to the organization.
- Proficiency with Microsoft Office, with a focus on Microsoft Word, Excel, and PowerPoint.
- Ability to work with highly confidential information is a must.
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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. Some travel will be required as necessary.

**Notice:** This position is subject to a criminal background check and potentially 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 background check and potentially 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.



## Quality Engineer

### Internal & External Search

<b>DEPARTMENT:</b>	Research & Development
<b>BUILDING:</b>	YCP - Manufacturing
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

The Quality Engineer will lead and facilitate the implementation of global and site-specific quality initiatives and continual improvement to support VAVE (Value Analysis/Value Engineering) projects. Responsible for the site quality engineering activities and lead, coach, and facilitate problem-solving, analysis of data and continual improvement activities.

#### **Responsibilities:**

The Quality Engineer will maintain quality standards and support VAVE R&D projects.  
The position will:

- Coordinate VA/VE quality activities.
- Maintain quality for VAVE projects.
- Facilitate the Production Part Approval Process (PPAP) for VAVE projects.
- Determine quality capabilities of machines and processes and provide data to responsible departments.
- Be the Quality liaison between the VAVE team and site manufacturing process.
- Responsible for customer concern management and corrective action request process
- Keep up-to-date with the status of project related tasks at the supplier and track supplier performance metrics.
- Complete product testing per established test protocols.
  
- Summarize and report data in accurate and timely manner.
- Work with other R&D disciplines including Engineering, Quality, Chemistry, and Sourcing.

#### **Tasks & Responsibilities**

- Coordinate all quality activities supporting VAVE projects.
- ECNs and follow up in Windchill for timely responses.
- Review work orders, specifications and drawings, following standard operating procedures and/or engineering instructions.
- Prepares and conducts component or product measurements techniques.
- Prepares work by setting up and programming equipment and apparatus for experiments or measurements.
- Reports test outcomes or measurements by collecting consistent, reliable, repeatable data and analyzing and summarizing data appropriately and recording within test system database.

- Maintains continuity among work team by planning and coordinating work orders and use of test equipment with team.

**Key Qualifications:**

- Bachelor's degree preferred
- 5-7 years of experience working within the manufacturing industry (consumer goods preferred)
- Experienced with ISO / TS Quality Systems preferred
- Customer Interfacing, Corrective Action, and PPAP experience
- Demonstrated ability to summarize data using Microsoft Office programs including Word, Excel, and PowerPoint.
- Demonstrated ability of managing workload of multiple tasks simultaneously and assigning resources appropriately.
- Good communication skills.

## Senior Financial Analyst

### Internal & External Search

**DEPARTMENT:** Financial Planning

**BUILDING:** YCO - Corporate

**HOURS:** 1<sup>st</sup> Shift, Monday – Friday, 8:30 am – 5:00 pm

Reporting to the Director of Financial Planning & Analysis, the Senior Financial Analyst is responsible for supporting the daily operations within the group through the development, maintenance, and analysis of financial models and analytical tools that support the business. Specifically, but not limited to:

#### **Responsibilities:**

- Act as a key participant in quarterly business plan reforecast and the annual budgeting process which includes coordinating key timelines, maintaining close partnerships with budget holders, managing data collection and consolidation and assisting in the overall review of financial projections.
- Develop models and provide analysis to aid in business analytics that maximize findings and lead to profitable decision making through recommendations to management related to complex business projects and strategic initiatives.
- Automate and improve existing processes and operational reporting requirements to maximize output.
- Serve as Corporate liaison and financial “mentor” to internal customers and build relationships with external parent company customers. Assist in weekly, monthly and quarterly projections and reporting and provide to parent company for consolidation into their Hyperion Financial Management System.
- Build and maintain relationships with stakeholders through identification and execution of the necessary means to acquire relevant financial data in order to optimize analytical process and findings.
- Understand and maintain all functionality of (Prophix) budgeting software systems while seeking additional knowledge of potential system enhancements or existing functionality that will allow for more efficient and accurate budgeting and analysis process.
- Assist in the compilation and development of materials prepared for required meetings associated with the Board of Directors, Period Reviews, Earnings Release Conference Calls, etc.

#### **Key Qualifications:**

- Bachelor’s Degree in Accounting/Finance ore related discipline.
- 5 plus years of related business experience.
- 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.
- Solid analytical skills.
- Must be able to work independently as well as be part of a team within the matrix environment.
- Advanced MS Office Skills, with a focus on Excel and Access.
- Experience with Budget/Finance System, Business Applications and Hyperion a plus.