

# **The South Coast Hot Jobs List – Aug. 25, 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of August 25, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Job Fair – Monroe Staffing**

On August 28th from 12pm to 4pm. the Monroe Staffing agency will be having an official Grand Opening event and hosting a job fair! If you or someone you know is looking for work, Monroe Staffing can help. Their new offices are located at 1575 N. Main Street.

### **Currently they are hiring for the following positions:**

Wood Assembly Paying \$700. – \$800 a week after working OT.

Seafood Processors \$12 – \$15.00 an hour.

Machine operators \$13 – \$16.00 an hour

Warehouse workers \$12 – \$16.00 an hour

Immediate openings, **you can be hired on the spot and you don't need to wait until the job fair to apply.** Stop in this week to say hello or stop by anytime Monday through Friday to apply for a job.



<https://www.facebook.com/events/522561825148259/>

### **Monroe Staffing**

*1575 N. Main Street*

*Fall River MA*

*508-324-3030*

### **Warehouse/Retail Inventory Associate -RGIS**

*\$13 an hour – Part-time*

Here at RGIS you count! Businesses make critical decisions based on their inventories and rely on RGIS to ensure that they are done accurately and professionally. As a part of the RGIS Team, you're an important part of the decision making process. By contributing to reliable inventory counts, you help our customers make better decisions to support the needs of their customers!

### **Your day-to-day:**

- Counting is a very active job – you'll be bending, kneeling and climbing ladders; so you're either on your feet or knees the entire inventory.
- When counting, you can use a finger scanner to scan each item's barcode, which sends the information to a portable device at your waist, or use the device itself as a handheld scanner instead. Be prepared to do repetitive actions.
- Accuracy is everything! You have an eagle eye for detail and pride yourself in making sure everything is correct.
- Efficiency is everything! I know, I know...we just said accuracy is everything but speed and accuracy go hand in hand when you're a Retail Warehouse/Inventory Associate.
- Location, location, location. You will never get bored with going to the same location over and over again. From a grocery or dollar variety retail store around the corner to a warehouse a couple hours away, you'll likely be at a new place just about every time you're scheduled to work.
- Starting on time is critical to a successful inventory so we are looking for reliable people that can get to the inventories on time and as scheduled.
- Safety first! At RGIS it is in our DNA and we are committed to providing associates safe work environments along the way, at every location, and on the way back.
- We provide you with an RGIS shirt, as well as guidelines on clothing and proper footwear that you're required to wear. Think of it as showing pride for your favorite team.

### **Why RGIS?**

- Opportunities for pay increases after just 5 inventories
- Supervisor and management opportunities
- On-the-job paid training
- Referral bonuses. If you want to earn an extra \$500, refer five people after your hired and after they work ten live events, you get the \$\$\$.
- Employee Assistance Program (EAP)
- Employee-paid health insurance available at group rates
- Discounted prices at movie theaters, theme parks and more

**What you bring to the Team:**

- At least 18 years of age; no experience needed
- Access to reliable transportation
- Strong work ethic with the ability to focus in a team-oriented and fast-paced environment
- Ability to work flexible schedules with varying hours
- Ability to, with or without reasonable accommodation, frequently squat, kneel, bend, climb ladders and reach, as well as stand for up to 10-12 hours

At RGIS, we value ethics, positive attitude, and safety in workplaces. We are passionate about our people, technology, and process because when you succeed, we succeed. Interested? Apply today!

RGIS is an Equal Opportunity Employer, committed to a diverse and inclusive work environment

#cb

Interested in applying? See full details [and how to apply here](#)

**Lead Teacher – P.A.C.E. Head Start****LEAD TEACHER**

**SALARY:** \$16.02 – \$21.93 per hour, 40 hrs. per week, 52 weeks per year.

- Must be EEC Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher.
- Candidates will be supervised under the direction of the Education Office, and will have responsibility for planning and managing the daily activities of the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid Model.
- Communication with families, home visits, leading parent-

teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

- Valid driver's license required.
- Must be able to pass CORI and DCF background checks.

Low-cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

**P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: [hrjobapplications@paceinfo.org](mailto:hrjobapplications@paceinfo.org) or mail the same information to: [hrjobapplications@paceinfo.org](mailto:hrjobapplications@paceinfo.org) or mail the same information to:

*P.A.C.E., Inc.*

*P.O. Box 5-626*

*New Bedford, MA 02742*

*Attn: Director of Human Resources*

**Deadline to apply: 5:00 p.m., Monday, August 19, 2019.**

**Sr. Clerk Typist position – City of New Bedford Fire Department**

**PAY:** \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other

departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

For more information, please visit:

<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

**Bookseller – Barnes & Noble (Dartmouth)**

*Part-Time*

As a Bookseller, you are responsible for selling by providing exceptional customer service through our four core service principles. You make the shopping experience interactive and engaging by enthusiastically sharing your knowledge about our

products and services and meeting the needs of the customer. You care about and value people and exemplify our core values.al

### **Essential Functions**

- Deliver exceptional customer service that ensures sales and high levels of customer satisfaction.
- Execute on the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, proactively engaging them in conversations about our products, services and promotions to determine their needs and recommend the right products.
- Ensure all customer transactions are processed accurately and in a timely manner.
- Share knowledge and enthusiasm about all our products, services, and promotions, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and secure the sale.
- Drive customer loyalty through successful selling of Memberships, gift cards, Kid's Club and other sales initiatives.
- Communicate specific product needs to managers to ensure the store is stocked appropriately with in-demand titles and customer requests.
- Recover the selling floor during each shift by, gathering and restocking items, straightening bookcases, maintaining tables in the Café, maintaining restroom cleanliness, and performing other store housekeeping tasks.
- Support and promote business development sales and in-store events
- Assist in any area of the store as needed.
- Adhere to all inventory and loss prevention standards.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.

## **Qualifications**

- Passion for selling
- Strong communication skills
- Spend the majority of time on the selling floor, which requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing)
- Availability for early mornings, evenings, weekends and holidays to align with store needs

Interested in applying? See full details and how to apply here

## **Receptionist – Anodyne Corporation**

*Part-time*

Very fast-paced chiropractic office. Looking for candidates that are flexible with hours!

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Scheduling appointments for new and existing patients
- Process payments from patients
- Call and ask for Victoria today!

617-471-7200 x216

## **Anodyne EOE**

Interested in applying? See full details and how to apply here

## **Bulldozer Operator – Company Confidential (New Bedford)**

*Full-Time*

Operates a wide variety of heavy equipment vehicles that perform the spreading and compaction of construction demolition, commercial and residential waste disposed at the post collection facilities.



- Operates heavy equipment such as a bulldozer to excavate landfill site, transport solid waste materials and spread and compact layers of waste in compliance with the company operations safety policies and procedures.
- Conducts routine equipment inspections and preventative maintenance on equipment; maintains accurate records.
- Moves and positions materials and finished components with use of material moving equipment.
- Follow appropriate standard operating procedures as guideline for operating and maintaining vehicle.
- Follows all safety policies and procedures.
- Attends and participates in all scheduled training programs, briefings, and meetings required by New Bedford Waste Services, LLC or Manager.
- Performs other job-related duties as assigned.

**Experience:**

- Relevant: 1 year (Preferred)
- Dozer Operator: 1 year (Preferred)

Interested in applying? See full details and how to apply here

**Brand Ambassador (Sales Associate) – American Eagle Outfitters**  
*Part-Time*

The Brand Ambassador is responsible for generating sales by providing the customer with an exceptional shopping experience. Brand Ambassadors truly act as the face and voice of our Company, build brand recognition, and successfully promote our product through the engagement of customers in meaningful ways to increase our Company's brand awareness and to generate sales. The Brand Ambassador is expected to role model AEO values and AEO Customer First behaviors in all actions and interactions in order to create a positive Customer First experience.

**RESPONSIBILITIES:**

- Consistently demonstrate the AEO Customer First selling

standards in order to deliver a positive customer experience and achieve daily sales goals.

- Drive AE brand loyalty through being knowledgeable about all AEO loyalty programs and consistently informing customers of each program.
- Leverage company tools and technology to confidently provide the customer with product knowledge which will enhance customer engagement and maximize sales.
- Consistently provide support to fellow employees through sharing of knowledge, helping to complete tasks and/or assisting in customer interactions.
- Outfit the customer by suggesting key looks and incorporating latest trends and current promotions based on the customer's individual style.
- Promote awareness and growth of the AEO and aerie brands by introducing customers to additional brand channels.
- Perform register sales transactions quickly and accurately in accordance with established cash control procedures and customer service guidelines.
- Ensure return merchandise is restocked to the correct product location on the sales floor; all damaged and defective merchandise is properly labeled and placed in appropriate area at the end of each shift.
- Maintain company brand standards of neat, clean and organized sales floor, cash wrap, fitting room and stockroom to ensure the store environment is safe and presentable for employees and customers.
- Execute efficient and effective handling of all merchandise from shipment processing, floorsets, markdown optimization and replenishment systems while maintaining backroom Standard Operating Procedures (SOP).
- Proactively resolve customer concerns in a manner consistent with company policy, and with customer satisfaction in mind; partner with store leadership team on elevated customer issues.
- Understand and adhere to all company policy and procedures.

**QUALIFICATIONS:**

- Previous retail experience preferred.
- Strong verbal and written communication skills specifically with customers, sales leadership team and associates.
- Demonstrated collaborative skills and ability to work well within a team.
- Ability to receive feedback and take action when appropriate.
- Able to stand and move about for extended periods of time with only short rest breaks; reach, bend, stoop, etc. to handle products.
- Available to work a flexible schedule to include evenings, weekends and holidays.
- Ability to handle multiple tasks while working in a fast-paced and deadline-oriented environment.
- Ability to perform all Essential Job Functions.
- Proficient with technology.

Interested in applying? See full details and how to apply here

**Data Entry Clerk for the Assessors Office – City of New Bedford**

**PAY:** \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing

operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Overnight Custodian – Planet Fitness (Fairhaven)**

As an Overnight Custodian, you will be responsible for creating a positive member experience by ensuring they return to a sparkling clean environment.

At Planet Fitness, our members come first and everything we do is geared towards providing them the best experience possible.

#### **You will be responsible for:**

- Thoroughly clean and sanitize restrooms, locker room areas, fitness equipment and gym floor.
- Stock locker rooms with proper supplies/paper products.
- Report any broken or missing amenities or equipment (Toilets, faucets, showers, hair dryers, gym equipment etc.) to the Club Manager.
- Follow “Lost and Found Policy” and turn in lost member property to the Club Manager/Assistant Club Manager immediately

**We want you to join our team if:**

- Are at least 18 years or older
- You have an upbeat and positive attitude!
- Are punctual and are reliable.
- Have good communication skills.
- Can flex more than just your muscle. Must be open to a curve ball every once in a while, and must be flexible in responsibilities.
- You are willing and able to work extra hours as required
- Can interact in a positive and professional way with members and co-workers. Enjoy exceeding the member's expectations and only use appropriate behavior and language of course when dealing with any issues at the club.

**Want more reasons?**

- Consistent work schedule
- On the job training and skill development
- Performance based pay increases
- Medical insurance, if hourly requirements are met
- Free Black Card Membership!
- Company sponsored social events

**Physical Demands:**

- Continual standing and walking during shift, so wear comfortable shoes.
- Continual talking in person or on the phone during shift.
- Must be able to lift up to 50 lbs.
- Will occasionally encounter toxic chemicals during shift like disinfectant products.

Interested in applying? See full details and how to apply here

**Spa Receptionist – La'i Spa (Dartmouth)****Overview**

*Part-time*

**Job Description**

La'i Spa is the fastest growing medical aesthetics spa on the South Coast. Our clients come to us for our non-invasive walk-in walk-out services such as botox, lip fillers, laser genesis, laser hair removal, and massage. They come back over and over again because of our incredible service and the amazing results that they get. Because of this we are growing and looking to add the right team member who will grow along with the spa.

We are looking for someone personable and creative, who has experience with social media. This should be an individual who has a passion for providing clients excellent experiences that can also work independently. Enthusiasm, reliability, ability to work in a team, and passion are on par if not more important than experience (but we're looking for both!).

**Questions we are considering:**

- What kind of customer facing experience do you have?
- What are you passionate about?
- What kind of social media experience do you have?
- Are you consistent? How can you show rather than tell that?
- How well do you work as part of team?
- How well do you work independently?
- Do you have experience working in a spa or aesthetics environment?
- Does the idea of growing with a company excite or scare you? Why?
- We are looking to fill this position quickly. If your application is selected our Director of Operations will reach out to you to do an initial phone screen (expect a phone call from a 508 number). If you pass you will be invited for an in person interview shortly there after.

**Experience:**

- Customer Facing: 1 year (Required)

**Education:**

- High school or equivalent (Required)

**Language:**

- English (Required)

**Additional Compensation:**

- Bonuses
- Store Discounts
- Tips

**Administrative Duties:**

- Scheduling
- Sorting and sending mail
- Answering and routing phone calls
- Managing social media
- Greeting visitors

**This Job Is Ideal for Someone Who Is:**

- People-oriented – enjoys interacting with people and working on group projects
- Autonomous/Independent – enjoys working with little direction

**This Company Describes Its Culture as:**

- People-oriented – supportive and fairness-focused
- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused

Interested in applying? See full details and how to apply here

**Cashier/Front of Store Attendant – Target (Dartmouth)**

As part of our collaborative and guest-obsessed team, you help us create an experience that makes guests say “I love Target!” When you work at Target, you’re helping every family discover the joy in everyday life. You’re working alongside a dedicated team that brings their passion and pride to all that they do.

**ALL ABOUT SERVICE & ENGAGEMENT**

Advocates of guest experience who welcome, thank, and exceed guest service expectations by focusing on guest interaction

and recovery. Advocates of both physical and digital services and solutions who are knowledgeable about capabilities and features that drive adoption, usage and ultimately guest loyalty. Empowered to make shopping effortless and seamless for guests at the checklanes, guest services, gift registry, pick-up and drive up.

At Target, we believe in our team members having meaningful experiences that help them build and develop skills for a career.

**The role of a Guest Advocate can provide you with the:**

- Ability to communicate and interact with guests to build an inclusive guest experience
- Ability to blend problem-solving and decision making to positively impact the guest experience and resolve guest concerns
- Ability to adapt to different guest interactions and situations
- Experience promoting and selling various benefits, offerings and services

**As a Guest Advocate, no two days are ever the same, but a typical day will most likely include the following responsibilities:**

- Create a welcoming experience by authentically greeting, every guest every time.
- Make a connection with guests by engaging in friendly and genuine conversation throughout each transaction; asking open ended questions about the guest's shopping experience and using those questions to assess, understand, and determine how to tailor your approach.
- Welcome guests into self-checkout and provide assistance as needed.
- Scan and bag all guest items efficiently, neatly, and in compliance with food safety standards and company best practices.
- Work efficiently to minimize guest wait time while



maintaining guest service and accuracy.

- Make the guest aware of current and upcoming brand launches, store activities, and events.
- Speak to the benefits of the REDcard with every guest and assist them through the application process.
- Understand and show guests how to use Wallet and the other features and offerings within the Target App.
- Be familiar with all fulfillment services, and know how to direct the guest to enroll, activate, and use them.
- Attempt every return and follow register prompts, be empowered to make it right for the guest while following Target's policies and procedures.
- Make it right for the guest by de-escalating any negative situations and recover the guest shopping experience while following Target's policies and procedures.
- Deliver easy and seamless service to all Order Pick Up, Drive Up, Registry, and Photo guests.
- Maintain a clean, clutter free work area (including gathering abandoned items, baskets, and hangers)
- Stock supplies during store open hours while being available for the guest.
- Say thank you after every guest interaction and be sure every guest leaves satisfied with their shopping experience.
- Demonstrate a culture of ethical conduct, safety, and compliance.
- All other duties based on business needs.

#### **WHAT WE ARE LOOKING FOR:**

- Working in a fun and energetic environment makes you excited... We work efficiently and as a team to deliver for our guests
- Providing service to our guests that makes them say I LOVE TARGET! excites you... That's why we love working at Target
- You enjoy interacting with people all day and making things easy for others... Interacting with guests, solving concerns and making the guests day better is core of what we do
- You aren't looking for Monday thru Friday job where you are

at a computer all day... We are busy all day (especially on the weekends), making it easy for the guest to feel welcomed, inspired and rewarded

- The good news is that we have some amazing training that will help teach you everything you need to know to be a Guest Advocate.

**But there are a few skills you should have from the get-go:**

- Communicating effectively, including using positive language and attentive to guests needs
- Welcoming and helpful attitude toward guests and other team members
- Attention to detail while multi-tasking
- Willing to educate guests and sell products and services
- Learn and adapt to evolving technology needs
- Work both independently and with a team

**We are an awesome place to work and care about our teams, so we want to make sure we are clear on a few more basics that we expect:**

- Accurately handle cash register operations and cash transactions
- Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 15 pounds and occasionally lifting or moving merchandise up to 40 pounds
- Flexible work schedule (e.g., nights, weekends and holidays) and regular attendance necessary

**Roles Include:**

- Guest Advocate (Cashier)
- Front of Store Attendant (Cart Attendant)

**Americans with Disabilities Act (ADA)**

Target will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a

disability and require assistance in this application process, please visit your nearest Target store or Distribution Center or reach out to Guest Services at 1-800-440-0680 for additional information.

Interested in applying? See full details and how to apply here

### **Front Desk Clerk – Airport Mini Storage, Inc (New Bedford)**

*\$12 an hour – Part-time*

Looking for a part-time front desk clerk who will run the day to day operations of a self storage facility. Job requires providing information about storage rates, leasing storage units as well as collecting daily rent. Must be confident on the phone, good computer and math skills. Job requires some light lifting and must be able to walk the site daily check hallways and sweep out units when needed.

#### **Experience:**

- Computer Skills: 5 years (Required)
- Front desk: 1 year (Required)
- Math: 1 year (Required)

#### **Language:**

- Spanish (Preferred)
- Communication method(s) used:

#### **Phone**

- This Job Is Ideal for Someone Who Is:
- Dependable – more reliable than spontaneous
- People-oriented – enjoys interacting with people and working on group projects

#### **This Company Describes Its Culture as:**

- Detail-oriented – quality and precision-focused

#### **This Job Is:**

- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who

have been out of the workforce for the past 6 months or more  
Interested in applying? See full details and how to apply here

### **Dog Walker/Pet Sitter – Harmonious Hounds (New Bedford)**

Harmonious Hounds is hiring! We are an established and well-loved dog training, pet sitting, and dog walking company, and are seeking exceptional caregivers to add to our great staff.

#### **Days & Hours:**

- As-needed, M-F early mornings and late nights (7-9 a.m. & 7-9 p.m.)
- As-Needed Saturdays and Sundays (anytime from 7 a.m.-9 p.m.)

There is also potential for this hire to serve as back-up relief for daily dog walkers, if the applicant's schedule allows for daytime availability.

Visits are for drop-in care at each client's home and range anywhere from 10 to 45 minutes of service, booked 2-4 times per day. Occasional overnights will also be available for staff that successfully complete their probationary period.

Competitive compensation per visit. Service Area includes: New Bedford, Westport, Dartmouth, Mattapoisett, Rochester, Marion, Fairhaven, Acushnet, Berkley

Please note: This is a very part-time job to start (1-10 visits per week). More visits available as business increases.

#### **Requirements:**

- You are 21+
- You live in or near our service area (10 mile radius of New Bedford)
- You have a reliable car, a valid drivers license, and a clean driving record.
- You have a smart phone with internet access, GPS, email, and text & check messages daily.

- You are comfortable driving and working in inclement weather.
- You can lift and carry fifty (50) pounds
- You LOVE animals.
- You feel comfortable walking both BIG and small dogs, as well as working with a variety of species (cats, horses, chickens, pocket pets).
- You can work with us for at least the next six months. The pets and their owners will want to develop a long-term relationship with you.
- You are available for the days/hours listed above.
- You are comfortable with a widely fluctuating schedule that can include only 1-2 visits per shift and varies from week to week
- You can easily pass a criminal/background check.

Our optimal candidates will be looking for a very part-time job – past hires include college students or those looking for hands-on animal care experience. Preference will be given to those with animal experience, but we are willing to train. We are looking to hire an employee, NOT an independent contractor. Competitors need not apply. Please no, calls regarding the position – initial inquiries will only be accepted via email.

In your cover letter, please include the days/hours you are available and your location.

**Experience:**

- Relevant: 1 year (Preferred)

Interested in applying? See full details [and how to apply here](#)

**After School Program Monitor & After School Program Supervisor positions – City of New Bedford**

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

**PAY:** \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

**PAY:** \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EEO

**Data Entry Clerk – City of New Bedford**

**PAY: \$15.46hr – \$20.92hr**

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

**Compliance Officer (Community Relations Specialist) – City of New Bedford**

**PAY: \$51,693 – \$64,622**

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, "community-friendly" print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department's goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

Applications will be accepted until a suitable candidate is found. EEO



New Bedford has a residency requirement.

## **Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Interested in applying? See full details and how to apply here.

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).