CURRENT JOB OPENINGS
As of July 27, 2015

Minorities and People with Disabilities Encouraged to Apply

All offers of employment are contingent upon passing a drug test and background check. Goodwill of Orange County is an E-Verify Employer. -- EOE M/F/D/V.

To Apply:
Goodwill Career Center
200 N. Fairview Street
Santa Ana, Ca 92703

♦ Phone: (714) 547-6308
♦ FAX: (714) 541-2387
♦ E-mail resume to Jennifer, Maria or Rhonda:
♦ jenniferm@ocgoodwill.org
♦ mariaj@ocgoodwill.org
♦ rhondag@ocgoodwill.org

RETAIL

SALES ASSOCIATE (21 Open Positions)
To perform daily tasks related to the operation of a retail sales operation.

MINIMUM JOB REQUIREMENTS:
High school diploma or GED desired, but not required. 90 days relevant sales experience preferred including cashiering. Ability to stand for 7-8 hours a day. Ability to lift 50 pounds. Effective interpersonal skills. Basic writing skills. Ability to work overtime during peak periods or as required. Ability to speak English to effectively communicate with customers, supervisors, clients and co-workers. Ability to work overtime as required. $9.00 per hour starting pay.

MATERIAL HANDLER- MARKETPLACE (2 Open Positions)
Processing donated goods at the Goodwill Marketplace.

MINIMUM JOB REQUIREMENTS: High school diploma or GED desired, but not required. No experience required, will train. Ability to understand English well enough to interact effectively with supervisors, co-workers, and customers in the performance of job duties. Ability to stand for 7-8 hours per day. Ability to lift 50 pounds. Bilingual (English/Spanish) desirable, but not required.
USED GOODS PROCESSOR (1 Open Position)
To process donated goods in a timely manner to provide the retail stores with a sufficient amount of goods.

**MINIMUM JOB REQUIREMENTS:** High school diploma or GED preferred. Ability to understand and speak English well enough to communicate with co-workers and supervisors. Ability to stand for 7-8 hours per day. Ability to lift up to 50 pounds. Ability to add and subtract to complete required documentation.

STORE DONATION ATTENDANT (4 Open Positions)
To accept and process donations of merchandise at a designated retail store site. Performs other duties as assigned by the Store Manager.

**MINIMUM JOB REQUIREMENTS:**
High school diploma or GED desired, but not required. No experience necessary, will train on the job. Ability to communicate and understand English well enough to receive work and safety instructions and answer questions, as well as to communicate with management, co-workers, program participants, and the general public. Ability to work independently with minimum supervision. Ability to lift merchandise weighing up to 50 pounds. Ability to work rotating schedules including weekends. Ability to work overtime as required. Starting pay $9.00 per hour.

LEAD SALES ASSOCIATE (5 Open Positions)
To assist in managing retail store operations to achieve store revenue and expense goals. Position provides back up to the Store Manager and Assistant Store Manager in their absence. Assists the Manager in training and leading sales associates, program participants and volunteers in the following areas: store and company policies and procedures, sorting/processing, selling, pricing, hanging, stocking, merchandising, cashiering, resolving customer service issues, and maintaining store housekeeping standards.

**MINIMUM JOB REQUIREMENTS:**
High school diploma or GED. (If applicant has no GED, a plan to pursue a GED would need to be established within the first six months on the job.) Two years retail sales experience including cashiering preferred. Prior supervisory experience preferred. Ability to stand for 7-8 hours per day. Ability to lift 50 pounds. California driver license and auto liability insurance acceptable to Goodwill’s insurance company preferred. Flexibility to work varying schedules (days, evenings, weekends, and holidays). Ability to work overtime during peak periods or as required. Ability to speak English effectively to communicate with customers, supervisors, clients and co-workers. Starting pay $11.00 per hour.

E COMMERCE/ SHOPGOODWILL

E COMMERCE CLERK (4 Open Positions)
To perform a variety of administrative duties in support of Goodwill’s e-commerce store. Responsibilities include: photographing products and preparing written descriptions of items for sale; integrating product information into the store software; assisting in selection and processing of items as needed; cleaning and displaying merchandise; tracking items and recording daily sales; and helping facilitate shipping as directed.

**MINIMUM JOB REQUIREMENTS:** High school diploma or GED. One to two years PC experience on windows-based software. Effective writing skills and good grammar and English. Effective interpersonal and communications skills. Must be able to lift up to 50 pounds. PC proficiency preferred. Analytical ability necessary to access E-Bay software, review relevant data and transfer appropriate information for product descriptions. Familiarity with photography equipment helpful.
REMOTE ATTENDED DONATION CENTERS-(ADC)

**ADC- ATTENDED DONATION CENTERS ATTENDANT (3 Open Positions)**
To accept and process donations of merchandise from donors at a designated Attended Donation Center site.

**MINIMUM JOB REQUIREMENTS:** High School Diploma desired but not required. No experience necessary; will train on the job. Ability to communicate and understand English well enough to receive work and safety instructions and answer questions; as well as communicate with management, co-workers, clients and the general public. Ability to work independently with minimum supervision. Ability to lift merchandise weighing up to 50 pounds. Reliable form of transportation to move from site to site as required. Ability to work rotating schedules including weekends. Ability to work overtime as required. $9.50 per hour starting pay.

**TRANSPORTATION**

**TRUCK HELPER (1 Open Positions)**
To load and unload trucks, and assist in providing driving directions and guidance when backing up and parking the truck.

**MINIMUM JOB REQUIREMENTS:** High school diploma desired but not required; No experience necessary, will train; Ability to communicate and understand English well enough to receive work and safety instructions and answer questions, as well as communicate effectively with management, co-workers, clients and the general public; Ability to lift up to 50 pounds; Ability to read Thomas Guide street maps.

**DOCK HELPER (1 Open Positions)**
To load and unload trucks and trailers and move merchandise to designated locations for distribution.

**MINIMUM JOB REQUIREMENTS:** High school diploma desired but not required. No experience required; will train. Ability to communicate and understand English well enough to receive work and safety instructions and answer questions, as well as communicate with management, co-workers and clients. Ability to lift items weighing over 50 pounds on a regular basis, and stand 8 hours/day.

**HUMAN SERVICES**

**JOB COACH/EMPLOYMENT TRAINING SPECIALIST (2 Open Positions)**
To provide supervision, training and support to adults with disabilities in community businesses and other job sites to assist in career development and to ensure integrated employment outcomes. This position also provides consultation to employers regarding hiring, training, supervising and supporting adults with disabilities; ensures quality of work at community or employer job sites; and completes required program documentation.

**MINIMUM JOB REQUIREMENTS:** High School diploma or GED. Some college courses in a related field preferred. Two years work experience in a variety of occupational areas with at least one year of experience working with developmentally disabled adults preferred. Education may substitute for experience. At custodial job sites, applicants will be required to have prior experience and ability in performing janitorial functions. Familiarity with disabilities.
JOB DEVELOPER- DIRECT JOB PLACEMENT (1 Open Position)
Provide education and consulting to businesses regarding hiring, training, supervising and supporting clients. Coordinate job placement activities leading to increased wages, self-sufficiency, self-esteem and other meaningful outcomes expressed by the client.

MINIMUM JOB REQUIREMENTS:
B.A/B.S in human services field preferred or equivalent work experience. One-year relevant work experience working with a variety of people with many different disabilities. Valid California driver's license and auto liability insurance acceptable to Goodwill's insurance company. Excellent interpersonal and communications skills. Effective grammar, English and writing skills. PC Proficiency in MS Office.

JOB DEVELOPER AND JOB SEEKING SKILLS TRAINING INSTRUCTOR (1 Open Position)
To provide education and consultation to businesses regarding job placement and training; supervising and supporting program participants; to conduct job placement activities leading to increased wages, self-sufficiency, self esteem, and other meaningful outcomes expressed by the program participant; and to provide program participants with the needed skills and tools to find competitive employment in the community.

MINIMUM JOB REQUIREMENTS:
Bachelor's degree in a related field preferred; minimally, two years college or certification in related area, or equivalent experience. Two years relevant experience in a similar position. Basic understanding of disabilities and evaluation, training, and placement services. Effective writing and grammar skills. Proficient computer skills including Word and Excel. Working knowledge of video equipment, handling displays, units, etc. Excellent interpersonal communication skills in order to interact with all levels of management, employees, and program participants, and conduct presentations. Valid California driver's license, liability insurance, and a DMV record acceptable to Goodwill's insurance company.

DEAF SERVICES ASSISTANT/INTERPRETER (1 Open Position)
Provide high-level administrative support for Deaf and Hard of Hearing staff and the DPI Assignment Coordinator, by performing clerical functions. Provide interpreting services for deaf/hard of hearing clients and staff at meetings and in the classroom.

MINIMUM JOB REQUIREMENTS: High School degree or equivalent. AA degree in a related field preferred, with intermediate interpreting skills and willingness to obtain NIC certification. Two years relevant work experience. Excellent writing and comprehension skills. Excellent interpersonal and communication skills. PC proficiency in MS Office 07. Have a Valid California driver's license, liability insurance, and an acceptable DMV record, which is acceptable to Goodwill's insurance company.
VETERANS SERVICES

VETERANS AWP (AMERICA’S WARRIOR PROJECT) OUTREACH SPECIALIST (3 Open Positions)
To provide transition services to exiting military personnel and their families; perform community outreach and employment services, and establish partnerships with local community resource organizations.

MINIMUM JOB REQUIREMENTS:
Bachelor’s degree in a related field preferred, e.g., human services, social work, or equivalent experience. Prior experience in community outreach and placement services. Prior military service preferred. Excellent interpersonal and communications skills. Effective grammar, English, and writing skills. PC Proficiency in MS Office. Ability to maintain confidentiality. Ability to accept responsibility, take initiative, problem-solve and exercise good judgment. Ability to be flexible and adaptable in handling interruptions and variation. Reliable transportation, a valid California driver’s license, and auto liability insurance acceptable to Goodwill’s insurance company.

VETERANS SERVICES COORDINATOR (1 Open Position)
To provide administrative support to the Veterans Services staff, including compiling information and preparing reports and correspondence, supporting social media and marketing efforts, facilitating meeting preparation, processing monthly billing information, and other duties as assigned.

MINIMUM JOB REQUIREMENTS:
High school or GED required; some college coursework in human services or related area preferred. Minimum of 2-3 years relevant work experience. Excellent interpersonal and communications skills. Effective grammar, English, and writing skills. PC Proficiency in MS Office and Excel. Reliable transportation, valid California driver’s license, liability insurance, and a DMV record acceptable to Goodwill’s insurance company.

MAINTENANCE

FACILITIES TECHNICIAN (1 Open Position)
To perform building maintenance work at all facilities to ensure that equipment is in safe and efficient working order and provide work direction to maintenance helpers.

MINIMUM JOB REQUIREMENTS:
High school diploma or GED. Trade school preferred; 3 years’ experience in maintenance and repair of building systems such as HVAC, plumbing and electrical; Working knowledge and use of a variety of hand tools; Welding experience highly desired; Experience using PC software, specifically experience with spreadsheets; Effective writing skills to document customer activity, problems, etc.; Valid California driver’s license, clean DMV record, and automobile liability insurance acceptable to Goodwill’s insurance carrier; Experience implementing preventive maintenance programs; Knowledge of building and ADA codes.
RECYCLING

MATERIAL HANDLER (2 Open Positions)
To process and reuse recycling merchandise in a timely manner to include computer goods, e-waste, cardboard and various recyclable materials as determined.

MINIMUM JOB REQUIREMENTS:
High school diploma desired, but not required. No experience necessary, will train. Ability to communicate and understand English well enough to receive work and safety instructions and answer questions, as well as communicate effectively with management, co-workers, clients and the general public. Ability to lift up to 50 pounds. Ability to stand for 8 hours per day.

DOCUMENT DESTRUCTION

DOCUMENT DESTRUCTION LABORER (1 Open Position)

MINIMUM JOB REQUIREMENTS:
High school diploma desired, but not required. No experience necessary, will train. Ability to communicate, understand, and read basic written instructions in English well enough to receive work and safety instructions and answer questions, as well as communicate effectively with management, co-workers, clients and the general public. Ability to lift up to 50 pounds. Ability to use GPS in-cab system. Must be willing to be certified in forklift operation. Valid CA driver’s license and DMV record acceptable to Goodwill’s insurance company.

BUSINESS SERVICES

SHIPPING AND RECEIVING CLERK/DRIVER (1 Open Position)
Performs routine, manual, and clerical duties for receiving and shipping materials required for production contracts. Maintains shipping and receiving documentation. Controls and maintains security of customer inventory. Picks up and delivers materials to customers using company vehicles.

MINIMUM JOB REQUIREMENTS:
Operates 2-axle straight trucks according to established safety procedures. Transports cargo to and from specified destinations and verifies truckload to ensure conformance with shipping documents. Checks truck’s equipment and supplies to ensure roadworthiness against “Truck Daily Check List” criteria. Checks Forklift and Electric Ride-on Pallet Jack daily for operational safety against “Daily Forklift Electric Ride-on Pallet Jack Checklist” criteria. Projects a professional image to customers and suppliers. Receives work and safety instructions and answers questions. Communicates with management, co-workers, and program participants.