

Workforce

DEVELOPMENT, INC.

*The Workforce Development Board
of Southeast Minnesota*

Mower List 11/18/24

**Open Monday-Thursday 8am-4:30pm.
507-460-5020.**

**Businesses, to have your job added/ removed or changed on this list,
please email Jenny Iverson at Jlverson@wdimn.org**

Job Seekers, find this list on our website at:

<https://workforcedevelopmentinc.org/jobs-trainings/>

and use the “clickable” links to easily apply for jobs on the web.

This information is available for free distribution but please don't not edit this or alter this document.

This information is available in alternative formats for people with disabilities by calling 507.292.5180 or by using your preferred relay service. Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider.

Administrative Office Professional Preparation Course



COURSE DESCRIPTION

Career Opportunities

This 10-week course is designed to prepare students for work in retail and office environments. The training will focus on two areas:

- The first session on Tuesday and Thursdays will leverage Northstar Digital Literacy to foster development of computer skills, proficiency in commonly used office software, and various employability skills.
- The second session on Tuesday and Thursdays work toward earning a professional certificate from the National Retail Federation. This certification is the NRF Foundation training program that provides foundational employability skills to help people land jobs and get promoted in retail and beyond.

STAY CONNECTED



SEMNWorkforce



@Workforce_Dev



Workforce Development, Inc.



semnworkforce



Workforce Development, Inc.



hello@wdimn.org

INTERESTED?



Contact

Jackie Avery

javery@wdimn.org

507.512.6205

Requirements

- CASAS GOALS Reading 239 or above
- Programs must serve adults at least 18 years old, not enrolled in any K-12 school, who face multiple barriers to employment, and who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages
- Must qualify in one of the following areas:
 - Individuals of color
 - Individuals lacking stable housing
 - Individuals with a criminal record
 - Individuals without a high school diploma or equivalent
 - Individuals with disabilities
 - Individuals who have been unemployed for 26 or more of the past 52 weeks
 - Individuals with limited English or math proficiency
 - Individuals at or below 200% of the Federal Poverty Guideline

Class Information

▶ December 3, 2024 - February 25, 2025

Tuesdays & Thursdays
Northstar Digital Literacy
& Career Pathways
12:30 - 3:00 PM



Tuesdays & Thursdays
NRF (National Retail Federation)
3:30 - 5:30 PM

Please note: This class will be offered as an online course!

There will **NOT** be class from December 23rd thru January 6th



Bridges to Healthcare

-CNA PREP AND CNA TRAINING* (CERTIFIED NURSING ASSISTANT): AUSTIN CAMPUS RIVERLAND COMMUNITYCOLLEGE/ADULT EDUCATION.

- ADVANCED NURSING ASSISTANT (LPN/RN)-CONTINUOUS ENROLLMENT. CLASSES AT RIVERLAND COMMUNITY COLLEGE CAMPUS.

REQUIREMENTS:

-NO GED OR DIPLOMA REQUIRED!

-CASAS GOALS READING 239 OR ABOVE.

-MUST BE AT LEAST 17 YEARS OF AGE, NOT ENROLLED IN A K-12 SCHOOL, HAVE BARRIERSTO EMPLOYMENT, AND WHO NEED ENHANCED EDUCATIONAL AND SUPPORTIVESERVICES TO BE SUCCESSFUL.

-MUST PASS A CRIMINAL BACKGROUND STUDY.

SERVICES OFFERED:

-ASSESSMENT

-CAREER PLANNING

-SKILLS TRAINING

-JOB SEARCH GUIDANCE AND RESOURCES

-PREPARATION FOR FURTHER TRAINING ANDEDUCATION

-ACADEMIC AND FINANCIAL SUPPORT

-INDIVIDUAL SUPPORT AS YOU BALANCE THEDEMANDS OF LIFE, WORK, AND SCHOOL

-SCHOLARSHIPS AND CONNECTIONS TOMANY OTHER GREAT PROGRAMS ANDRESOURCES IN SOUTHEAST MINNESOTA

CLASSES STARTING SOON!

AUSTIN CNA CLASS

- JAN. 29 – MAR. 24 M/W 8:30AM – 2:30 PM

ALBERT LEA CNA CLASS

- APR. 7 – MAY 2 M/W/F 9AM – 3:30PM

FARIBAULT CNA CLASS

- JAN. 14 - FEB. 13 T/TH 4PM - 8:50PM PLUS FEB. 15-16 SAT / SUN 7AM - 7PM
- FEB. 24 - APR. 23 M/W 10AM - 3:50PM PLUS APR. 28-30 M/T/W 6:30AM-2:30PM
- FEB. 25 - APR. 24 T/TH 4PM - 8:50PM PLUS APR. 19-20 SAT / SUN 7AM - 7PM

Contact: Heidi Hillson at 507.460.5021 or hhillson@wdimn.org

Paper applications available at the Austin office:

Austin: Pet Authority, Nu-Tek, Cedar Valley Services, The Joseph Company Construction, Jimmy Johns, QPP, Liberty Foods, King Maintenance, The Cedars, Our House, City of Austin Parks & Rec, All Fur Dogs, Dairy Queen

Albert Lea: Select Foods

Blooming Prairie: Tandem

Dodge Center: McNeilus Steel

Stewartville: Halcon, Aerotek

GENERAL

Food Pantry Assistant PT: Salvation Army

Apply At: <https://tinyurl.com/yppay254>

The Food Shelf Assistant supports food pantry operations by distributing food, managing inventory, handling donations, and maintaining cleanliness. The Assistant ensures accurate record-keeping, compliance with health standards, and proper storage of all donations while providing excellent customer service to participants. \$11.12 - \$15.00/hour, 25 hours/week. High School diploma or equivalent required.

School Van Driver PT-SMEC

Apply At: <https://tinyurl.com/434nhdcy>

Transport students to and from school. Operate school van in a safe manner. Make seating arrangements and take approved disciplinary actions if needed. Communicate with parents, administration, and staff regarding problems and/or issues relating to transportation. Perform pre-trip inspection of vehicles. Maintain cleanliness inside vehicles. Pay: \$16.73 - \$21.75 per hour. Expected hours: 12 – 30 per week. Valid driver's license required.

Bus Aide PT-Palmer Bus Service

Apply At: <https://tinyurl.com/4sek32ju>

The Bus Aide is responsible for assisting special education students during transport to and from school and / or special activities; ensuring orderly entering and leaving of bus patrons; maintaining seat chart of riders; and ensuring the safety and sanitation of assigned vehicles.

Environmental Services Director FT-Sacred Heart Care Center

Apply At: <https://tinyurl.com/mw5k249p>

We are seeking a dedicated and detail-oriented Environmental Services Director to join our team. The ideal candidate will play a crucial role in maintaining a clean, safe, and healthy environment within our facilities. This position is essential in ensuring compliance with environmental regulations and standards while promoting best practices in sanitation and cleanliness. Experience and Qualifications: Experience in Laundry, Housekeeping, Maintenance, and building/ground upkeep. Experience in Safety, Facility Assessments, and Emergency Preparedness. From \$27 an hour

Process Operator FT-Cargill Blooming Prairie

Apply At: <https://shorturl.at/CHnGo>

Monitoring and controlling the various unit operations via the process control system, checking product quality and progress. Acquiring general knowledge of the plant boiler and acquiring required boiler license(s) as soon as possible

within four-year wage progression period. Conducting boiler water analysis and boiler spot-checks as required. What You Will Need: Must be eligible to work in the United States without visa sponsorship. Must be 18 years or older. From \$23.50 an hour.

Housekeeper FT-Nexus Family Healing

Apply At: <https://shorturl.at/5kRFY>

Work 30 hours/week and receive Full Time benefits! Provide routine cleaning and maintenance of the public and common areas of the academy. Adhere to all Nexus safety guidelines as well as federal, state and local requirements. Maintain an adequate stock of cleaning supplies and materials. Supervise resident maintenance, housekeeping and renovation projects. High School diploma or GED (preferred can work with a candidate working on acquiring GED with intent to complete). \$16 an hour.

House Cleaner PT-Emily Paulson Home Cleaning

Apply At: <https://tinyurl.com/7886638e>

We are currently seeking an on-call house cleaner to join our team, specializing in move-out cleans. The ideal candidate will have a keen eye for detail, a passion for cleanliness, and a dedication to delivering outstanding results. This position offers flexible hours and the opportunity to work with a dynamic team in a fast-paced environment. \$15.00 - \$17.00/hr

Housekeeper-FT & PT-Double Tree by Hilton

Apply At: <https://shorturl.at/NjuhY>

Our housekeepers primarily do the cleaning for the hotel rooms. Hotel, Housekeeping, or Professional Cleaning Experience is preferred, but not required for the right applicant! Flexible Hours! Start time is 9am for Monday-Friday. Start time is 10am on Saturdays and Sundays. From \$14 an hour

Seasonal General Labor-FT-AgVantage, Lyle MN

Apply At: <https://shorturl.at/ZbXKU>

ESSENTIAL JOB FUNCTIONS: Responsible for maintaining operations at retail supply location. Follows maintenance schedule of facility and equipment. Responsible for inventory and distribution of products. Drives and delivers miscellaneous products as requested. Stocks and moves warehouse product and material. Normally requires a high school diploma or the equivalent thereof, and 1 or more years of retail related work experience to demonstrate knowledge of basic business principals of inventory management and mechanics.

General Maintenance-PT-McGaffey Property Management

Call: (507) 319-4200

Performs general maintenance and repair of building's, understanding electrical, or sanitary systems. Performs rental turnovers, make units ready for new tenants. Respond to written or verbal generated work orders and tenant calls. Evaluate and report to the Property Manager the need for appropriate contractors for repairs. Work requires a basic practical knowledge of several maintenance trades in order to perform most of the following: keeping in good repair building woodwork; wall, floor and other surface treatments; understanding basic electrical and plumbing fixtures, painting; repairing or replacing flooring (carpet and vinyl plank flooring) and equipment; replacing broken window panes and screens. Some travel between cities, Austin, Albert Lea, plus a 50 mile radius. Qualifications: experience as a Maintenance Worker or helper at a commercial or residential property, helpful but not required. High school diploma or GED is helpful. \$18 - 20 /hr. 9 am to 4 pm Monday - Friday. 20 hours per week. dougmcgaffey@homesplusrealty.com

Production Associate-FT-Apple Valley Foods

Apply at: <https://shorturl.at/vUaCn>

The Production Associate is responsible for assisting in the production of food products in accordance with company standards and procedures. Job Responsibilities: Adhere to all safety standards and wear all required safety equipment;. Operate and monitor production line equipment, including but not limited to conveyors, fillers, sealers, and packaging machinery, following standard operating procedures;. Conduct regular inspections of machinery to ensure proper

functioning, identifying and addressing any issues or malfunctions promptly. Job Requirements: High school diploma or equivalent.

Janitor PT or FT-King Maintenance

Apply at: <http://www.kingmaintenanceinc.com/application.pdf>

Workdays: Weekdays, Shift: Second (Evening), Hours Per Week: 25 (ask if you desire more hours). Great for students! Fantastic & fun team atmosphere. Sometimes we provide pizza, cookies, or other food for the team! This is a great place to work. King Maintenance, Inc. is a local Austin, MN company seeking self-motivated, part-time, cleaning technicians. Full time hours may be available. Must be 16 years of age or older. Candidate must have a willingness to learn and help others. Duties will include various cleaning and sanitizing duties, including janitor/custodian work. Duties may also include carpet cleaning & floor finish application. Carpet cleaning/extraction duties include an extra incentive bonus pay! Must be able to perform manual labor. Will have to read and understand labels on cleaning products, safety data sheets (SDS), hazard warnings, equipment manuals, etc. Candidate must be flexible and accommodating to the needs at that time. Candidate must be responsible and able to work alone for the most part but will still be around others. No education is required. Applicant must be able to work alone, be responsible, and work on several projects simultaneously. Applicant must be able to lift 50 lbs. on occasion. **New starting wage is \$15.00/hr.** Raises given based on merit and seniority. Please apply at <http://www.kingmaintenanceinc.com/application.pdf>. Download application, fill it out, and fax to 507-437-2008. Include job code "CleanTech23-RCC" when applying. Applications also available at the Workforce Development office.

Production/Forklift–Hormel

Apply at: hormeljob.com

Security Officer – Securitas

Apply at: www.securitasjobs.com

TECHNICAL

Custom Applicator-FT-Central Farm Service

Apply at: <https://shorturl.at/BqIjg>

In this job, the team member will provide accurate application of agronomy products according to customer specifications. Requirements: Maintain a valid Commercial Driver's License (CDL) with hazmat and tanker endorsements. Maintain air brake endorsement with class B CDL. Maintain required Department of Transportation (DOT) medical certification. \$50,000 - \$70,000 a year

Plant Supervisor-FT-Ferrellgas

Apply at: <https://shorturl.at/o3CTo>

This Plant Supervisor is responsible for supervising the daily operations of the service center in order to meet high safety standards and provide technical knowledge and skills to ensure compliance with codes, regulations, and company policies. Qualifications: High school diploma or equivalent. 5+ years of work-related experience. 3+ years of progressive operations and customer service experience preferred. Commercial driver's license and Class B CDL license with hazmat & tank endorsement required; Class A CDL license with hazmat endorsement preferred.

Building Maintenance Tech-FT-Mayo Clinic

Apply at: <https://tinyurl.com/3chstvz3>

Responsibilities include but are not limited to: Operate, maintain, repair and diagnose building infrastructure systems and equipment along with portable equipment. Examples include HVAC, refrigeration, boilers, chillers, electrical, gas, air, vacuum, plumbing, building automation, fire detection/suppression, grounds maintenance, and building electronic systems. Complete Preventive Maintenance per policies and/or procedures following the CMMS timeline ensuring regulatory compliance. Qualifications: Associates degree or a two-year degree from a technical college related to a Building Infrastructure System maintenance program. \$25.37 - \$37.61 an hour

Graphics Tech-FT-Precision Signs

Apply at: <https://tinyurl.com/fvpky2nh>

The Router File Specialist will be responsible for preparing and setting up router files for our router machines used in the production of custom signs. The ideal candidate will have expertise in graphic design software such as Enroute and Corel Draw, with a keen eye for detail and a passion for precision. Qualifications: Proficiency in Enroute and Corel Draw or similar. Experience with router machines and file setup is highly preferred. \$19.94 - \$20.99 per hour

Temporary Snowplow Operators-FT-MnDOT

Apply at: <https://shorturl.at/hTTMo>

Maintains roadways for snow and ice control. Prepares and inspects winter equipment. Performs preseason snow route inspection and performs post storm cleanup. Performs winter stockpile setup and transfer of anti-icing chemical. Maintain documentation on snow and ice data for accurate reporting of inventory and resource management. Performs traffic control set-ups and/or provides notification to dispatch of disabled vehicles. MINIMUM QUALIFICATIONS: Valid Commercial Drivers' License, Class A or B with no air brake restriction. \$24.39 - \$30.60 per hour

RETAIL

Store Manager in Training FT-Running Supply

Apply At: <https://tinyurl.com/52hx3phe>

The MIT is responsible for assuring the highest level of customer service while learning to manage store operations. Successful candidates must be willing to relocate for available opportunities and be willing to work days, evenings, and rotating weekend/holiday coverage. Hourly Pay Range: \$18.00-25.00 (Depending on Experience) Plus, the position is eligible for an annual discretionary bonus depending upon Company, Store and employee performance.

Overnight Sales FT-Joe's Kwik Mart

Apply At: <https://shorturl.at/bFMIJ>

Overnights. Full & Part time. Flexible availability to include some weekday and weekends. We are looking for friendly and smiling faces with: Previous customer service/cashier experience. Ability to provide quick & friendly customer service.

Sales Associates-PT-Pet Authority

Send Resume: info@thepetauthority.com

The Pet Authority Austin and Albert Lea is looking for a PT Sales Associate. Must have a passion for animals, a positive attitude, be motivated, dependable with reliable transportation, and able to work up to approx. 16-20 hours per week between 8:45 and 6:30 M-F and 8:45-4:30 Sat...no Sundays. Good customer service skills are a must as is the ability to lift 50# regularly and be on your feet for your shift. Duties include helping customers, cashiering, stocking, cleaning, etc. Apply in person during business hours at 803 18th Ave NW.

Multiple Positions-Running's

Apply at: <https://tinyurl.com/27rw5hcd>

Multiple FT & PT positions available.

Multiple Positions-Pet Supplies Plus

Apply at: <https://bit.ly/3GFnO5v>

PT and FT associate and management positions available.

Multiple Positions – AutoZone

Apply at: <https://bit.ly/3dcNnyB>

Multiple PT, FT, and Management positions available

FOOD SERVICE

Community Site Supervisor-FT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

Cedar Valley Services has a full-time opening for a Community Site Supervisor working in a food service setting at Riverland College. Monday - Friday day shift. Responsibilities include assessing and supervising our persons served. Requires excellent communication and people skills, ability to work independently as well as in a team environment and

meet the physical demands of the job. Qualifications include a high school diploma or equivalent, previous supervisory and food handling experience preferred. Background check required. Excellent benefits package. From \$17.00 per hour

Food Service Worker-PT-Morrison Healthcare

Apply at: <https://shorturl.at/7iidw>

Prepares, presents and serves food as needed. Location: Mayo Clinic - 1000 First Drive Northwest, Austin, MN 55912. *Note: online applications accepted only.* Schedule: Part time schedule. Days may vary, 6:00 am to 2:30 pm and 3:30 pm to 8:00 pm. More details upon interview. Requirement: Previous food service experience is not required. Pay Rate: \$18.20 per hour.

Barista/Bagel Artist-PT-Boujee Bagels Blooming Prairie

Apply at: <https://shorturl.at/P1rLz>

This individual creates a memorable customer with an enthusiastic personality experience by providing fast, friendly service and consistent, quality products. This role is responsible for performing all job duties in a manner consistent with current company processes and procedures and maintaining all food safety and sanitation standards. \$10.85 - \$16.00 per hour.

Nutrition Services Helper-PT-Austin High School

Apply at: <https://tinyurl.com/yc7ft99w>

Immediate Food & Nutrition Service helper position available at Austin High School for 3.75 hours per day on school days. The Food Service helper is responsible for performing routine food service activities such as serving, cleaning, setting up for meals, cooking, cashiering, prep work, and other duties as assigned. \$18.95 per hour

Community Meal Coordinator-FT-Salvation Army

Apply at: <https://shorturl.at/LAjm2>

The Community Meal Coordinator manages the community meal program, ensuring a welcoming atmosphere and respectful, dignified treatment of all guests. The program serves evening dinners for 50 to 100 participants Monday through Friday and packages additional take-out meals. The Coordinator oversees meal planning, preparations, compliance, cleanliness, and supervision of the Community Meal staff and volunteers. High School diploma or equivalent required. Must possess an MN Food Protection Certification or be able to obtain it within 60 days of employment. The Salvation Army will support the procurement of the certification. 30 hours/week, \$21.80 - \$30.00/hour

Multiple Positions-Applebee's
FT and PT available.

Apply at: <https://tinyurl.com/3vmct4ay>

Crew Member- Culvers

Apply at: <https://bit.ly/2QwCjTX>

Multiple FT and PT food service positions available.

HEALTHCARE, HUMAN SERVICES, & EDUCATION

Dietitian-FT-Mayo Clinic

Apply at: <https://shorturl.at/NLFi2>

Provides medical nutrition therapy following the nutrition care process and as part of a multidisciplinary team. Also provides nutrition education for staff, students, and the community in a variety of settings and formats. Actively participates in inter- and intradepartmental activities, meets relevant regulatory requirements, provides quality outcomes and maintains professional competencies. Serves as a resource for medical staff and allied health professionals. May also be involved in food service systems depending on individual job requirements. Minimum of one year experience with Clinical Dietetics preferred. Bachelor's degree in Dietetics or related field. \$59,000 - \$88,600 a year

Medical Department Manager-FT-QPP

Apply at: <https://shorturl.at/7nnWA>

Promoting and Administering Health-Safety programs including but not limited to pre-employment examinations, disease detection prevention and treatment for injury and illness including follow up care. Handle Health-related

inquiries and injuries from applicants, employees, and supervisors. Benefit administration which includes medical, dental, vision, life, STD, LTD insurance programs. Maintain employee records including Medical files, Attendance and HRIS information.

Designated Coordinator-FT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

Responsible for the development of individual service plans based on a thorough assessment of persons served interests and abilities; coordinating this plan with other staff and outside team members. Caseload is potentially comprised of Waiver and EE participants and may also include seniors. Will assure quality programming which meets DHS, DEED, and CARF requirements and other applicable regulations. Provides direction and support for direct care staff both in the facility and in the community. Qualifications include: Bachelor's degree (preferred) in Human Services related field and one year of full-time work experience providing direct care services to persons with disabilities; **OR** A.A. Degree in Human Services related field and two years of full-time work experience providing direct care services to persons with disabilities; **OR** Diploma in Human Services related field from an accredited postsecondary institution and three years of full-time experience providing direct care services to persons with disabilities; **OR** Minimum of 50 hours of education and training related to human services and disabilities; **AND** Four years of full-time work experience providing direct care services to persons with disabilities under the supervision of a staff person who meets one of the first three qualifications. Requires valid MN driver's license along with acceptable driving record. Background check required.

Designated Employment Specialist-FT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

M-F, days. The Designated Employment Specialist is responsible for development of community job sites for persons with disabilities. Will maintain a caseload and be responsible for completing reports and documentation, will maintain strong working relationships with community employers. Bachelor's degree preferred along with one-year similar experience. Full-time. Requires valid MN driver's license along with acceptable driving record. Background check required.

Direct Care Professional-FT or PT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

M-F, days. Assist/train adults with developmental disabilities, our persons served, with personal care, work skills, transportation, and independent living skills. HS diploma/GED and experience preferred. Requires valid MN driver's license along with acceptable driving record. Background check required.

Multiple Positions-Independent Management Services

Send Resume To: ltuttle@imsofmn.com

*ARMHS Practitioner: We are seeking a part-time ARMHS Practitioner in the Austin area. The ideal candidate will have a BA/BS degree in Human Services or related field and 2000 hours of supervised experience with individuals who have an SPMI. The successful applicant will be able to work independently and as part of a team and have a positive attitude. Completing the necessary documentation in a timely manner is also a must. Must have a valid driver license and pass a background check. Job Type: Part-Time with opportunity to work into Full-time.

*Adult Mental Health Case Manager: We are seeking an individual that has at least a bachelor's degree in one of the behavioral sciences or related fields including, but not limited to, social work, psychology, or nursing from an accredited college. Applicants should be skilled in the process of identifying and assessing a wide range of client needs; be knowledgeable about local community resources and how to use those resources for the benefit of the client. Individuals should have at least 2,000 hours of supervised experience in the delivery of services to adults with mental illness. Must be able to pass background check.

*Guardian/Conservator PT: In this position you would be encouraging clients' independence, ensuring clients' safety, attending court hearings as required, assisting family with forms needed to receive/continue services, and other various responsibilities. You would be working with clients in a positive and proactive manner, treating them with dignity and respect. Must be responsible, have good communication skills, a valid driver's license, car insurance, and reliable transportation. \$15.00 per hour

*Housing Stabilization Services Worker PT: This position entails working with disabled persons who are at risk of homelessness or homeless. The position includes providing housing transition service and tenancy sustaining services. Examples of duties include but not limited to: assistance with housing applications, housing searches, identifying resources to cover expenses, assisting in arranging for and supporting details of a move, prevention and early identification of behaviors that could jeopardize stable housing, coaching to develop and maintain key relationships with landlords/neighbors, assistance with housing recertification, training on being a good tenant, lease compliance, and household management, etc.

Multiple Positions-Parenting Resource Center

Send Resume To: director@prc-austinmn.org

*Regional ATOD Prevention Coordinator FT- The regional prevention coordinator must reside within the specified geographical region 6 (Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona) and is responsible for working with regional stakeholders in creating, promoting, and sustaining an effective and efficient ATOD prevention infrastructure throughout the region. This includes organizing and sustaining collaborations/coalitions, as well as providing training and technical assistance to DHS prevention grantees and other prevention professionals. This position requires extensive traveling. \$54,080 – \$64,480

*Youth Prevention Specialist PT- The Specialist carries significant responsibility for planning, facilitating, and evaluating youth-focused activities and initiatives, ensuring they align with community needs and prevention strategies. The Specialist will serve as a positive role model for students and foster an environment of respect, learning, and collaboration. Minimum Qualifications: Associate's degree with 1 year of experience working with youth or in prevention programming, or: Two years of experience in youth leadership, community organizing, or prevention programming. \$16.00 per hour.

*Family Support Services Coordinator FT- The Family Support Services Coordinator is responsible for the operation and administration of The Michael H. Seibel Family Visitation and Exchange Center, Partnering with Parents Program, Parents Forever Program, Personal Care Item Program, Diaper Program, and Clothes Closet Program. The Family Support Services Coordinator must create an open and honest working environment that inspires professionalism, creativity, and innovation. Minimum Qualifications: Certification or licensure indicating: Two year degree in a human services field and one year experience in program development, implementations, strategic planning and/or experience working with children and families. Two year experience in providing parent education services. \$43,690-\$47,840

*BIPOC Positive Grant Coordinator FT- The BIPOC Positive Grant Coordinator, herein referred to as "Coordinator" is responsible for overseeing grant activities to support the general development of a community coalition to address youth substance use prevention within the Austin Minnesota community. The Coordinator is responsible for overseeing member recruitment and retention, coordination of coalition meetings, implementation of initiatives, and assisting with reporting requirements for funders. Other duties include managing coalition public relations and communications, and planning and implementing substance use prevention communication campaigns. Minimum Qualifications: Associates Degree with 1 year of community organizing, project management and/or leadership experience, or 2. 3 years community organizing, project management and/or leadership experience. \$46,000-\$60,000

Multiple Positions-South Grove Lodge

Apply at: <http://bit.ly/3IIXOcP>

Culinary Services Director, Director of Nursing, Dietary Aide/Dishwasher, Medication Aide, Caregiver.

OFFICE & ADMINISTRATIVE

Due Process Clerk Secretary FT-Ellis Middle School

Apply at: <https://tinyurl.com/3cz22typ>

This position is a level 2, 8 hour per day, 10 month position. This is a permanent position available with an anticipated start date of December 2nd. Track all due process related timelines (IEPs, Progress Reports, Evaluations). Assist in scheduling of team meetings and sending out notices. Conduct MARSS/SPED Forms Reconciliation. Update child count data. Prepare and manage timelines and permission for evaluation process. Collection and filing of due process paperwork. Track Third Party Billing information. Qualifications: High School Diploma, or G.E.D., and three years of related office experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Universal Banker FT-Alerus Financial

Apply at: <https://tinyurl.com/mwud9n9f>

This position is responsible for client service and support by handling financial transactions for lobby and/or drive-up clients in a professional manner. Provide clients with a clear understanding of the technical aspects and benefits of products and services offered to support our client's financial wellness goals. Responsibilities include teller transactions, safe deposit box, client service, branch security, and basic knowledge of Alerus products and services.

Office Support-FT-Independent Management Services

Send resume to: apply@imsofmn.com

The Office Support/Client Financial Specialist is responsible for managing the day-to-day activities of the office to include reception duties, ensuring that customers are tended to, data entry, sorting and distributing mail, maintaining client finances, opening/balancing checkbooks, handling bank deposits and cashing checks, filing Social Security benefits, paying clients bills, providing personal needs money to clients, filling out necessary reports for clients, counties, the State, and other duties as assigned. From \$15.00 per hour

Multiple Positions-Hormel

Apply at: <https://bit.ly/3OLJmUY>

Multiple administrative positions available. Varying degrees of experience/education required, starting at entry level.

SALES

Store Manager FT-AT&T Rocky Mountain Wireless

Email resume to: genobolger@rockymountain-wireless.com

Plans and directs the day-to-day operations of the store. Develop strategies to drive store sales and goals with maintaining a high level of customer service. Train employees and evaluate sales tactics for effectiveness and overall customer engagement. Outside and Inside Sales to commercial, government and consumer cell phone and Direct TV products and services. Required: Strong verbal and written communication skills. Attention to detail. High level of self-motivation. Reliable transportation, and the ability to travel to our other locations if needed. \$40,000.00 - \$60,000.00 per year.

PROFESSIONAL

Mechanical Designer FT-Akkerman

Apply at: <https://shorturl.at/DBd6L>

Design new, modify, or improve components and assemblies in accordance with engineering standards. Job Duties and Responsibilities: Create and revise design layouts, drawings, and schematics. Generate BOMs, and manufacturing routers. Basic Qualifications: Associate in Applied Science Degree (AAS) or equivalent Certificate in Computer Aided Drafting Technology (CAD). 5+ years of related experience