

# Workforce

DEVELOPMENT, INC.

*The Workforce Development Board  
of Southeast Minnesota*

## **Mower List 1/06/2025**

**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](mailto: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.**

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# 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](mailto: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

**Maintenance Assistant FT:** Sacred Heart Care Center

Apply At: <https://tinyurl.com/24ky2bk5>

Sacred Heart is currently seeking detailed individuals with a keen eye for detail and appreciate the importance of a clean and well maintained living environment to work in Environmental Services department assisting with our maintenance needs. The Maintenance Assistant will serve a vital role in helping with the floor care and other custodial duties. They will also help with some preventative maintenance tasks, minor repairs, painting grounds maintenance and other like duties. \$17.00 - \$23.00 per hour

**Housekeeper FT:** Nexus Family Healing

Apply At: <https://tinyurl.com/2kd5rzrm>

Nexus Gerard Family Healing, a residential facility located in Austin, MN, is now hiring for a full-time housekeeper. In this role, you will provide housekeeping services within the academy facilities that contribute to an environment that is positive, respectful, clean and therapeutic. Schedule/Pay/Location: Full time, working 30 hours per week. Pay range: \$16 - \$17/hr. Valid driver's license and a driving record that meets state regulating driving requirements and satisfies corporate eligibility standards.

**Entry Level Maintenance Tech FT:** QPP

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

Get ready to bring home the bacon! You'll receive a competitive hourly rate of \$22.85 for 32 hours and 8 hours of overtime pay. How does a long weekend sound? In this role, you will work 4 nights/week from 9:30 pm - 7:30 am. As an entry-level Night Maintenance Technician, you'll be the hero of our factory, ensuring that our production equipment is in top shape. You'll have the opportunity to tear down and set up equipment, working on everything from welding to hydraulics, pneumatics, electrical, electronics, and specialized machinery. Safety is a top priority for us, and we value individuals who are committed to maintaining a safe work environment. Plus, with the opportunity for overtime pay, you'll love keeping busy and being rewarded for your hard work!

**Snow Removal PT:** Dolans Landscape

Apply At: <https://shorturl.at/6OTYY>

We are looking for snow removal help - shovelers. Must be a flexible worker, weather is unpredictable during winter. and requires all hours days of the week for availability. Please complete online job application!

[www.dolanslandscapecenter.com](http://www.dolanslandscapecenter.com). Pay: \$15.00 - \$17.00 per hour. Drivers license required.

Lead Office Maintenance Tech FT: Hormel Corporate Office

Apply At: <https://shorturl.at/huay5>

The hours for this position are Monday thru Thursday, 6:00pm to 2:30am, Friday, 1:00pm to 9:30pm. RESPONSIBILITIES: The person in this position: Performs interior and exterior janitorial and/or building maintenance duties at all corporate campus properties including CON, COS, R&D Innovation Center, R&D LAB, SPAM Museum, Sales Cabin, and Hormel Health Clinic. Will perform other related duties as required by management. Will perform janitorial duties for selected executive offices. Must be able to understand drawings prepared by Hormel's furniture supplier in order to install new modular furniture and reconfigure existing workstations. Duties include designing, planning, dismantling and construction of workstations, implementing move, adds, and changes (MAC) throughout the corporate campus. Climb a ladder and change lights anywhere from 12 to 20 feet. Wash windows using ladder up to 12 feet. Able to stand for long periods of time. Must have a valid Minnesota driver's license. Unless they have over 13 years of experience, the starting pay will be \$19.90.

Property Manager FT: College Park Housing at Riverland

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

Attracting new tenants through advertising, property viewings, and encouraging referrals. Negotiating and enforcing lease agreements. Addressing tenant complaints and inspecting vacated units. Contracting and supervising repairs and maintenance work. Collecting rent, dealing with late payments, and handling operating expenses. Maintaining records of income, expenses, signed leases, complaints, maintenance, etc. Preparing reports on the financial performance of properties. Terminating leases and initiating eviction proceedings. From \$37,500.00 per year

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

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@homesplusestate.com](mailto:dougmcgaffey@homesplusestate.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](http://hormeljob.com)

Security Officer – Securitas

Apply at: [www.securitasjobs.com](http://www.securitasjobs.com)

## **TECHNICAL**

Van Driver-PT-Southland Public Schools

Apply at: <https://tinyurl.com/57myvmyf>

Southland Public School is taking applications for a substitute van driver. Hours vary as directed by the Transportation Coordinator. Applicant must have a good driving record, agree to a pre-employment background check, drug test, and medical exam. This position will be open until filled. Please contact Debbie Anderson, Transportation Coordinator, Southland School District 500, 200 NW Water St., Adams, MN 55909. [danderson@isd500.k12.mn.us](mailto:danderson@isd500.k12.mn.us) or (507)857-1100

Maintenance Tech-PT-YMCA of Austin

Apply at: <https://tinyurl.com/5a8z3c7w>

The Maintenance Technician is responsible for expertise, leadership and resources needed to support maintenance of the YMCA, its operational programs, and support of planned maintenance activities. The position provides leadership and training of the maintenance and housekeeping teams, and facility services vendors oversight and coordination related to maintenance tasks, as required. **QUALIFICATIONS:** Associates Degree in a related technical field required; minimum 2 years of industry experience with carpentry and/or facility management activities, is preferred and may substitute for associates degree. \$16 - \$20 an hour

Environmental Technician-Recycling-FT-Mower County

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

Providing Environmental Services support regarding technical information, and landowner assistance for the conservation of natural resources, specifically in; the Feedlot Program, Solid Waste and Recycling Programs, and Noxious Weed Program. Responsibilities include gathering physical data, conducting field observations, recording notes and generating reports, collecting samples, performing community surveys, educating and guiding residents and property owners, preparing and maintaining documentation, and responding to inquiries. Associate Degree or two-year technical certificate in an environmental- or conservation-related field; up to 1 year of related experience; or an equivalent combination of education and experience. Regular and reliable attendance is a necessary component of job/position.

**This position is full-time, non-exempt with county benefits. Position is open until filled, with a priority deadline of noon on Monday, January 20, 2025.**

### Maintenance Tech-FT-College Park Housing

Apply at: <https://shorturl.at/NYu21>

Engages in painting and performing basic repairs to masonry, woodwork and furnishing of buildings. Engages in the maintenance and repair of stairs, railings, gates, fences, patios, roofing, gutters, tile, carpet, flooring, fireplaces, ceiling fans, appliances, doors, cabinets, windows and other equipment as needed. Assists others as requested, including moving furniture and unloading and storing supplies. Performs maintenance work and conducts preventative maintenance on a regular basis. High School diploma or equivalent required. Demonstrated basic knowledge of carpentry, plumbing, and electrical. From \$21 an hour

### 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.

## **RETAIL**

### Customer Service FT-Sherwin-Williams

Apply At: <https://shorturl.at/9JxzG>

This position is essential to the success of our retail stores. Customer Service Specialists work closely with wholesale and retail customers to determine their needs, answer their questions about Sherwin-Williams products, and recommend the right solutions. Customer Service Specialists are also expected to promptly resolve any customer concerns and ensure maximum client satisfaction as well as stay up-to-date with product features and maintain the high quality and visual standards of the products and store. Customer Service Specialists are tasked with achieving excellent customer service, while consistently meeting the store's sales goals. The individual selected for this role will be expected to work at Store #3047, located at: 1300A 18th Ave. N.W., Austin, MN 55912. This is a Full-Time job. Starting Pay: \$16.26/hr.

### 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.

### Sales Associates-PT-Pet Authority

Send Resume: [info@thepetauthority.com](mailto: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 18<sup>th</sup> Ave NW.

### Multiple Positions-Running's

Multiple FT & PT positions available.

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

### Multiple Positions-Pet Supplies Plus

PT and FT associate and management positions available.

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

### Multiple Positions – AutoZone

Multiple PT, FT, and Management positions available

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

## **FOOD SERVICE**

### Nutrition Services Helper PT-Austin High School

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

The Austin Public School District has an immediate Food & Nutrition Service helper position available at Austin High School for 5.75 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

### Food Service Worker PT-Morrison Healthcare

Apply At: <https://shorturl.at/to7V1>

We are hiring immediately for a FOOD SERVICE WORKER position. Location: Mayo Clinic - 1000 First Drive NW Austin, MN 55912. Note: online applications accepted only. Schedule: Part time; Various shifts available with rotating weekends and holidays. Requirement: Food service experience preferred but not required. Pay Rate: \$18.60 per hour.

### Bartender PT-Lucky's Pub Hayward

Apply At: <https://shorturl.at/m3V2A>

We are seeking a skilled Bartender to join our team. The ideal candidate will have experience in the food industry and possess knowledge of various drink recipes. From \$9.00 per hour

### Community Site Supervisor-FT-Cedar Valley Services

Send Resume: [mshippy@cedarvalleyservices.org](mailto: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

### 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**

### Public Health Planner-FT-Mower County

Apply at: <https://shorturl.at/z8ICC>

Bachelor's degree in Nursing, Public Health, Health Education, Health Policy, or related field and 1-year experience working with policy, systems, and environmental change; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Regular and reliable attendance is a necessary component of job/position. PSE Change Experience preferred. Under general direction, is responsible for leading public health emergency planning in a collaborative environment incorporating emergency management principles. Leads training and exercises in order to build and sustain departmental capacity to respond to emergencies. This role includes

coordinating with local government agencies, healthcare organizations, and community partners to effectively plan and execute emergency response activities, training, and exercises, developing and updating emergency preparedness and response plans, monitoring and assessing health threats, collecting, analyzing, and reporting data related to emergency preparedness and response activities. Starting pay for this position is \$33.90/hr~\$39.17/hr depending on education and experience.

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

Designated Coordinator-FT-Cedar Valley Services

Send Resume: [mshippy@cedarvalleyservices.org](mailto: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](mailto: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](mailto: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](mailto:ltuttle@imsofmn.com)

\*Office Support : Follow HIPAA at all times. Place papers on desk face down to prevent others from looking at information. Close office doors, when possible, if on a confidential telephone call. Backup the front desks as needed. Greet people as they come into the building. Ask how you can help them and assist them as needed. Check in clients.



Ask their name and which provider they will be seeing, and alert provider the client has arrived. Assist them in any questions they may have.

\*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 FT: 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

Multiple Positions-Parenting Resource Center

Send Resume To: [director@prc-austinmn.org](mailto: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**

Customer Service Rep PT or FT-Cooperative Response Center

Apply at: <https://tinyurl.com/4j8zz76s>

We are seeking talented Customer Service Representatives who will be responsible for the meaningful work of Focusing on the Human Side of Technology by providing courteous and efficient service for our members. We are a 24/7 Call Center that receives after-hour and overflow calls for cooperative and utility companies across the United States regarding power outages and bill pay. You will never make a sale, call out for collections, or solicit business. At CRC, you will make a difference in countless peoples lives by being a calm and professional human voice to call when disaster hits, rather than an automated voice message. Your work here at CRC matters to real people and their security! Fixed Starting Wage: \$17.00 per hour. Full-time and Part-Time schedules are available. 1st Shift: 8am - 4pm. 2nd Shift: 4 pm – Midnight: Extra \$.75 per hour (Monday-Friday). 3rd Shift: Midnight - 8:00 am: Extra \$1.25 per hour (Monday-Friday). Bilingual (Spanish): Extra \$1.00 per hour. Weekend availability (Saturday & Sunday). Extra \$2.00 per hour

TRIO Administrative Assistant PT-Riverland Community College

Apply at: <https://tinyurl.com/2kzkzmhy>

Under general supervision, this position processes and maintains a variety of fiscal and program records, written material and reports for the TRIO Student Success Service (SSS) Program. This includes maintaining a computerized information management system to record participant data, budgetary information, staff contacts, and other data required for federal reports and program evaluations. In addition, this position prepares the layout and format of fliers, brochures, and newsletters for distribution and communicates accurate and relevant information about TRIO SSS services to Riverland Community College students, faculty, staff, and administration. \$20.02 - \$28.79 per hour.

Financial Services Rep FT-Main Street Dental, Blooming Prairie

Apply at: <https://tinyurl.com/5n7v4xmd>

Main Street Dental Clinics in Blooming Prairie is looking for a Patient Financial Services Representative to join our Front Office Business Team 4 days a week. Excellent customer service skills, computer capabilities, professionalism, as well as interpersonal and organizational skills are a must. To name a few details of the position: answering phones regarding patients' accounts and balances, scheduling a variety of appointments, working with insurance companies including submitting and following up on claims, posting payments and calculating treatment plans. Candidates must have the ability to manage multiple tasks with ease and efficiency, have basic math skills, knowledge of general accounting principles and the ability to react to frequent changes in duties with an upbeat personality. From \$20.00 per hour

Administrative Assistant FT-Palleteon

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

As an Administrative Assistant, you will be essential in supporting daily operations and enhancing organizational efficiency. Reporting to the Office Manager, you will utilize your core skills in computer literacy, customer service, and clerical tasks to manage schedules, handle communications, and maintain records. Your proficiency in QuickBooks and

Microsoft Office will be vital in performing data entry and financial tracking. Additionally, your strong organizational skills will ensure that the office runs smoothly, allowing the team to focus on achieving its goals. Join us to contribute to a productive and collaborative work environment. This role is perfect for someone who is detail-oriented, tech-savvy, and capable of managing multiple responsibilities. \$18.00 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**

### **PROFESSIONAL**

Grant Specialist FT-Riverland Community College

Apply at: <https://tinyurl.com/3mbknzc6>

The Grants Specialist will join Riverland's Advancement team, which plays an important role in building relationships with constituents of the college to foster greater engagement, partnership, and philanthropy to help further the college's mission. The Grants Specialist reports to the Dean of Institutional Advancement and is responsible for grant administration, primarily focused on post-award processes including project implementation, review of grant conditions, budget monitoring, financial reporting, compliance with grant requirements, reporting, and evaluation of grant projects. Bachelor's Degree in a business, management, accounting, or a related discipline. 2+ years of experience with federal and/or state grants administration in a higher education setting. \$25.29 - \$36.71 an hour. 8am-4:30pm / Monday-Friday

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