

**The Workforce Development FARIBAULT office**

**ADDRESS: 201 LYNDAL AVE SOUTH, STE #1, FARIBAULT, MN 55021**

The computers in our resource area will be available for walk-in use Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30 am – 4:30 pm. Fridays by appointment only. If you require assistance on the computer (ex: need one-on-one help using computers), you will need to make an appointment by calling **(507) 333-2088**. Follow us on [Facebook](#), [Instagram](#), [YouTube](#), [LinkedIn](#), visit our website at: [www.workforcedevelopmentinc.org](http://www.workforcedevelopmentinc.org) for more information.

**The Workforce Development OWATONNA office**

**ADDRESS: 1850 AUSTIN ROAD, STE 101 & 102 OWATONNA, MN 55060**

For more information on the program and to see if you might qualify...The office is open for walk-in use **Tuesdays and Thursdays, 8:30 AM to 4:30 PM**. Other times, on **Monday, Wednesday, and Friday, available by appointment only**. Resource Area is open for accessing computers, resources, and program information. There is a Drop Box located outside our door for convenience. Follow us on [Facebook](#), [Instagram](#), [YouTube](#), [LinkedIn](#), visit our website at: [www.workforcedevelopmentinc.org](http://www.workforcedevelopmentinc.org) for more information call **507.333.2088**.

**Join On-Line Orientation Meeting for Dislocated Workers**

If you have lost your job through no fault of your own, you may be eligible for Dislocated Worker services. We invite you to join our Dislocated Worker Career Planners for a free **virtual orientation** to the Dislocated Worker program via Teams. These weekly sessions are held every **Thursday at 10am**. Interested individuals only need to attend one of these free sessions to learn more about the resources available through the Dislocated Worker Program Please join Jody Schaber and Anjanette Bills by accessing the link below! [Click here to Join DW Teams Session](#) **Meeting ID: 289 040 648 162 & Passcode: LQ6cE9No**

**Live CareerForce Workshops!**

**Attend Live Online Workshops, Explore Careers, & attend Virtual Career Fairs for FREE!** These online workshops and events are presented through WebEx or Teams. This is a 6-session series that covers the essentials of the Creative Job Search (CJS) workshop. Registration is required. Participants will receive an email prior to the event with a link to join the webinar and instructions.

<https://careerforce.mn.gov/education-and-training>

<https://careerforce.mn.gov/events?keyword=-appointment>

**Microsoft Word 365 Basics – Offered by ABE – Online: May 26<sup>th</sup> – 9am – 12pm.** Struggling to format your cover letter or resume in Word? Learn how to control paragraph & line spacing, launch Word's spelling & grammar check tools, create bulleted lists & insert tab stops.

**Creative Job Search: Finding Employment After 55 – Online: May 26<sup>th</sup> – 10am – 11am.** This workshop focuses on practical, proven advice for workers over 50 looking to resume an established career or try something brand new! We'll discuss how resumes and interviewing techniques have changed recently, mistakes that can trip up older workers and how recent global events have actually made mature workers highly valuable. This is part of a 6 session series that covers the essentials of the Creative Job

**Microsoft Word 365 Intermediate- Offered by ABE – Online: May 27<sup>th</sup> – 9am – 12pm.** For users who are comfortable in Microsoft Word. Learn to use Word's built-in text styles & style sets, plus tab stops, columns, tables & more to create polished, professional documents.

**LinkedIn – Strategies – Online: May 27<sup>th</sup> – 9:30am – 11:30am.** Learn how to use LinkedIn strategically to support career goals. This session covers profile optimization, effective networking, visibility strategies, and practical tips to strengthen professional presence and expand opportunities.

**Resume Writing Workshop – Online: May 27<sup>th</sup> – 1pm – 2:30pm.** Through this workshop, we cover best practices for how to create a resume that meets the specific requirements of a position. We will also demonstrate the different types of resumes and when to use them, as well some common mistakes to avoid.

**Microsoft Word 365 Advanced - Offered by ABE – Online: May 28<sup>th</sup> – 9am – 12pm.** For experienced Word users. Learn to insert & format graphic elements to create eye-catching flyers, invitations, brochures & more!

**Microsoft PowerPoint 365 Basics – Offered by ABE – Online: June 2<sup>nd</sup> - 9am – 12pm.** For beginning users. Learn to create a simple slideshow using multiple layouts. Insert pictures & create SmartArt.

**Creative Job Search: Career Planning and Preparing for the Job Hunt- Online: June 2<sup>nd</sup> – 10am – 11am.** Preparation is key to a successful job search! Do you have a game plan? Learn how to assess your skills, establish goals, research companies, and show proof you are the best candidate for the job! This is part of a 6 session series that covers the essentials of the Creative Job Search (CJS) workshop.

### WDI Essential Skills Video Library

Go to: [https://www.youtube.com/channel/UC\\_hTZOk4QGAD07DA3d9tLXA](https://www.youtube.com/channel/UC_hTZOk4QGAD07DA3d9tLXA)

## SERVICES FOR CAREER SEEKERS

Career Pathways Infographics:

<https://workforcedevelopmentinc.org/resources/>

## Workforce Development Inc Resources

**WDI provides many different services** and connects individuals with other relevant services and resources in Southeast Minnesota. Each individual and industry are unique; that's why WDI takes the time to understand and work with each person and their situation.

- Career Planning
- Personalized Assessments
- Education and Training
- Job Search Skills Development
- Academic Skill Testing
- Networking & Employer Connections
- Hands-on Computer Classes
- GED Preparation
- College Research
- Creating Resume's and Cover Letters
- Preparing for Interviews
- Life Skills Training

**WDI Bridges to Healthcare** – Looking to get into healthcare careers? **Train for the following:**

- CNA and CNA Prep
- Advanced Nursing Assistant - LPN/RN
- Trained Medication Aide
- Medical Assistant Classes

Speak to a career navigator today to begin. Classes offered in Austin, Albert Lea, Owatonna and Faribault in conjunction with Adult Basic Ed, Riverland and South-Central College. Contact Julia Worner at

[jworner@wdimn.org](mailto:jworner@wdimn.org) for more information.

## **IBM SkillsBuild: FREE Learning Platform**

It can be overwhelming trying to figure out what do to with your life. We get it and we want to help! So WDI has partnered with IBM to offer a free learning platform, called IBM SkillsBuild to all our clients along with our other career services. IBM SkillsBuild provides free courses, badges, and certifications that help you acquire new skills needed for careers today and careers of tomorrow. It provides an invaluable selection of in-demand technical skills plus a wide range of soft skills that can be applied to almost any job. Recently added Udemy training! Free on SkillsBuild!! Come and discover new skills and/or new career options -- all free -- inside IBM SkillsBuild. Start today by emailing Kourtney Wobbe at [kwobbe@wdimn.org](mailto:kwobbe@wdimn.org) so we can register you in the WDI portal. You can then explore the course catalog or contact me to learn more about the site. Hope to see you soon utilizing IBM SkillsBuild!

## **Discover Mayo Clinic Career Webinars!**

The Mayo Clinic Career Webinars are tailored for individuals interested in exploring career opportunities at Mayo Clinic. These include High School Webinars for students, parents, and educators to help guide post-graduation planning; Career Webinars for college students, recent graduates, and job seekers to learn about available roles and the application process; and Specialty Webinars that focus on specific topics, audiences, or career fields. Attendees are encouraged to explore over 40 career areas and join Mayo Clinic's talent community to receive job alerts and discover life-changing career opportunities. For more information, please visit: <https://connect.employees.mayo.edu/page/mayo-clinic-career-webinars/>

## **TRAINING RESOURCES**

### **South Central College**

[//southcentral.edu/workforce](https://southcentral.edu/workforce)

### **Riverland Community College**

<https://www.riverland.edu/academics/programs/>

**IT Certifications Training.** Options include: **HTML Fundamentals, CompTIA A+, CompTIA Network, and CompTIA Security.** Virtual, self-paced. For further information, or to register, please contact MTFS **Learn** Recruitment & Retention Manager Jared Fessler at [jfessler@techforsuccess.org](mailto:jfessler@techforsuccess.org) or (612) 383-2394.

**Minnesota State Commercial Driver Academy (CDL).** Interested in earning your **Commercial Driver's License (CDL)?** This is a program which can help individuals obtain their CDL license. Industry partners will interview and possibly hire successful graduates as well as provide additional training to pick up where this training left off given the academy's condensed structure. This is a great opportunity to gain access to an in-demand career that pays a living wage. For more information please visit: <https://www.minnstate.edu/ws/cdlacademy/index.html>

**Online Customer Service Training.** Learn at your own pace. You will receive a certificate of completion and a LinkedIn badge. [Online customer service training program | UMN Extension](#)

**Owatonna Community Education - Roosevelt School - 122 East McKinley St. Owatonna, MN | (507) 444-7925.** <https://communityed.isd761.org/adult-basic-ed> . Pre-registration is required for all **GED, ESL, College Prep, Computer Skills, Online Learning or Career Training classes. Free MN Driver's Permit Prep, Math Tutoring and NorthStar Digital Literacy is available;** To enroll, contact Kim Reyant at 507.444.7925

**Faribault Education Center** – Located at Faribault High School – 340 9<sup>th</sup> Ave SW, Faribault MN | (507)333-6472. <https://ce.faribault.k12.mn.us/programs-for-adults> . **GED, ESL, College Prep, Career Training classes. NorthStar Digital Literacy is available.**

### **Free Community Ed Training Classes in Faribault**

<https://faribault.ce.eleyo.com/>

**Northstar Digital Literacy** Access free online assessments and lessons on common computer, software, and technology skills, including Word, PowerPoint, email, internet, social media, and more.

**Are you interested in starting a business?** Great resources available at:  
**Entrepreneurs First**

**E1**

**CLIMB – Converting Layoffs into Minnesota Business** - If you are recently laid-off and would like to start a business, please reach out to WDI to explore if the CLIMB program is right for you. This program is designed to assist aspiring entrepreneurs with training and consulting for a successful business launch or growth. Access resources and more at <https://careerforce.mn.gov/CLIMB>

## **TRANSPORTATION**

- **SMART BUS.** Public transportation for Albert Lea, Austin, **Owatonna**, and Waseca. <https://smartbusmn.org/>. or call 855.762.7821.
- **Hiawathaland Transit.** Public transportation for **Rice County**. <https://www.threeriverscap.org/hiawathaland-transit/> or call 866.623.7505.
- **Route map for Faribault:** <https://www.threeriverscap.org/wp-content/uploads/FaribaultXBrochureXEnglishX2024X10.24X.pdf>
- **Route Map for Northfield:** <https://www.threeriverscap.org/wp-content/uploads/NorthfieldXBrochureXEnglishX10.2024X.pdf>
- **Faribault – Northfield Connect Service Route:** <https://www.threeriverscap.org/wp-content/uploads/FBO-NFXConnectX2024X10.24X.pdf>

## **STAFFING AGENCIES**

**Teachers on Call** - Teachers On Call, a Kelly Education company. They partner with school districts across the Midwest to staff substitute teachers and substitute paraprofessionals/education assistants. Qualifications vary, but a minimum requirement is a high school diploma/GED for most para positions, making these opportunities a great option for current students, alumni, graduating students, etc. For more information and to apply visit: [//www.teachersoncall.com/talent/apply-now/](http://www.teachersoncall.com/talent/apply-now/)

**Express Employment Professionals** is hiring: <https://www.expresspros.com/us-minnesota-owatonna>  
We are located at 812 S Elm Ave in Owatonna. Walk ins welcome! Call/text: 507-455-3002.

### **Spherion Staffing**

We are excited to announce that Spherion Staffing is currently seeking individuals for various clerical and manufacturing positions. Whether you are an entry-level candidate or possess specific skills, we have opportunities that could be the perfect fit for you! Give us a call at (507)-451-3400 or stop in the office to see us! Openings located in Owatonna, Faribault, and Waseca Interested? Apply now at [www.spherion.com](http://www.spherion.com) or give us a call at 507-451--3400. We can dive into the details together.

**Doherty Staffing Hiring Events.** Every Wednesday from 9 AM – 3 PM at 146 W. Broadway Street. Direct Hire opportunities available. 507.444.9088.

## Employers Outside Steele and Rice Counties

**McNeilus Truck & Manufacturing** is hiring: <https://careers.oshkoshcorp.com/us/en/mcneilus>

- NEW – Assembler – 2<sup>nd</sup> shift
- NEW – Quality Engineer
- NEW – Maintenance Technician I – Weekend shift
- NEW – Machine Operator III – 1<sup>st</sup> shift
- NEW – Fabricator/Machine Operator – 2<sup>nd</sup> shift
- Quality Manager
- Environmental Technician – 1<sup>st</sup> shift
- Assembler II
- Finance Specialist – Accounts Payable
- Paint Blaster – 1<sup>st</sup> shift
- Material Handler – 2<sup>nd</sup> shift
- Welder Helper 1<sup>st</sup> shift - Summer
- Material Handler – 1<sup>st</sup> shift – Summer
- Assembler – 1<sup>st</sup> shift – Summer
- Maintenance Tech – Summer
- Product Management Director
- Automation Technician – Mechatronics/Robotics - 1<sup>st</sup> shift
- Automation Technician II
- Forklift Operator – 1<sup>st</sup> shift
- Industrial Maintenance Tech II – Electrical – 1<sup>st</sup> shift
- Heavy Duty Truck Assembler – 1<sup>st</sup> shift
- Welder – 1<sup>st</sup> & 2<sup>nd</sup> shifts

**Minnesota Hospice**- Locally owned and operated community hospice dedicated to providing compassionate, personalized end-of-life care that honors the unique journey of each patient we serve. Minnesota Hospice provides our Gold Standard of Care to a smaller service area primarily in Dakota, Scott and Rice counties. Open Positions:

- Hospice Aide (CNA)
- Hospice Support Nurse (RN)
- Massage Therapist
- Music Therapist
- Hospice Nurse Case Manager
- Hospice Nurse (RN) – Weekend Days

All positions do require proper licensing, valid driver's license and valid auto insurance. Please apply through our website [minnesotahospice.com](http://minnesotahospice.com), [Indeed.com](http://Indeed.com) or by emailing your resume to [kellie.dahl@mnhospice.com](mailto:kellie.dahl@mnhospice.com)

**Mayo Clinic** is now hiring for many positions: To learn more or to apply, visit: <https://jobs.mayoclinic.org/>

## OPEN POSITIONS AVAILABLE IN BLOOMING PRAIRIE

**Tandem Products** is hiring the following:

- Shipping and Receiving
- Maintenance Technician
- EHS Coordinator

How to Apply: In-person at our facility, on Indeed by searching Tandem Products with a location of Blooming Prairie, MN or by sending an email with your resume to [hrbp@tandemproducts.com](mailto:hrbp@tandemproducts.com)

**Casey's General Store** is hiring Full & Part-time Team Members.

<https://www.indeed.com/cmp/Casey's-1/jobs>

The good news is that we will teach you everything you need to know to succeed in the job. Previous customer service or cashier experience is a plus but if you have the will, we'll teach the skill. The things we look for are: You're at least 16 years old; you treat people the way they want to be treated, you work hard to be the best & have a good time doing it!

## OPEN POSITIONS AVAILABLE IN ELLENDALE

**Casey's General Store** is hiring **Full & Part-time Team Members**.

<https://www.indeed.com/cmp/Casey's-1/jobs>

Previous customer service or cashier experience is a plus but if you have the will, we'll teach the skill. You're at least 16 years old; you treat people the way they want to be treated, you work hard to be the best & have a good time doing it!

## OWATONNA – GOVERNMENT

**United States Postal Service** is currently hiring:

**APPLY ONLINE @ USPS.COM/CAREERS**

- **Rural Carrier Associate (RCA) - \$20.38** - Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services. May only work 1-2 days per week. Vehicle may be needed.
- **Assistant Rural Carrier (ARC) - \$20.38** - Using dynamic route descriptions, delivering packages on Sundays and observed holidays. May case, deliver, and collect mail and packages on Saturday along a prescribed rural route using a vehicle. Works only weekends and observed holidays.

**Employment Requirements:** • 18 years old at the time of appointment or 16 years old with a high school diploma, United States citizen, permanent resident, or citizen of American Samoa or other U.S. territory • Recent employment history • Ability to pass a criminal background check, drug screening, and medical assessment • 5 YEAR residency within United States or territory of US is needed for background investment. • Safe driving record (if applicable to the position) must have two years of safe, unsupervised documented driving experience in the United States. • Must be registered with Selective Service if male born after December 31, 1959.

**STATE OF MINNESOTA jobs.** GO TO:

<https://mn.gov/mmb/careers/search-for-jobs/>

**Steele County** is hiring:

[6128339:Career Search](https://secure6.entertimeonline.com/ta/6128339.careers?rnd=AQH&ShowAllOpenings=)

<https://secure6.entertimeonline.com/ta/6128339.careers?rnd=AQH&ShowAllOpenings=>

- **Landfill Operator – Blooming Prairie**
- **Assistant Director of Community Corrections**
- **Sheriff Patrol Deputy**

**City of Owatonna** is hiring:

[Job Opportunities | Sorted by Job Title ascending | Career Pages](https://www.governmentjobs.com/careers/owatonna)

[\(\[governmentjobs.com\]\(https://www.governmentjobs.com\)\)](https://www.governmentjobs.com)

<https://www.governmentjobs.com/careers/owatonna>

- **NEW – Accounting Specialist**
- **Police Officer**

## OWATONNA - FACTORY / WAREHOUSE / MANUAL LABOR

**Rise Modular** is hiring:

[Job Opportunities - RISE Modular | Join the RISE team](#)

<https://risemodular.com/work-at-rise>

RISE Modular is a full-service modular manufacturing and construction company redefining how multifamily and hospitality projects get built. Year-Round Indoor Climate, Competitive Benefits, Work-Life Balance.

Shift: Monday-Friday 7AM-3:30PM

- Floor Installer
- Carpenter
- Sheathing & Decking
- Interior Trim Installer
- Final Finish – clean
- Cabinet Installer
- Electricians
- Plumbers

**Cargill** is hiring Industrial Maintenance Technician & Production Technician [careers.cargill.com](https://careers.cargill.com)

Cargill is hiring in Owatonna, MN. Cargill is powered by our plants, and our plants are powered by our people. That's why we are committed to creating a culture built on doing what's right for our employees. At Cargill, you'll have a community by your side. Your safety and well-being will be prioritized, and you'll have opportunities to grow. Discover how you can be part of nourishing the world. Benefits: Medical, Dental, Vision, and Prescription Drug Insurance, Paid Vacation and Holidays, 401(k) with Matching Contributions, Short-Term Disability and Life Insurance, Paid Parental Leave and More! <https://careers.cargill.com/en>

- Industrial Maintenance Technician  
Job Type: Full Time  
Shift(s) Available: 1st (12 hours rotation days)
- Production Technician  
Job Type: Full time  
Shift(s) Available: Day & Night shift will be 12 hour rotating

**Pearson** has a current opening:

<https://pearson.jobs/>

- Machine Technician & Systems Engineer – hourly
- 148 Remote Jobs available

**Climate By Design** has current openings:

[All Jobs](#)

<https://www.cdihvac.com/employment-opportunities>

- NEW – Refrigerator Pipefitter/Brazer
- Electrical Wiring Assembler
- Electrical Sub Assembler
- Brazer
- Shipping & Receiving Associate
- Inventory Picker/Water Spider
- Assembler
- Painter
- Fabricator – Day & Night shifts

**Northstar Calibration** is hiring an Electronic Calibration Technician

Seeking an individual with formal calibration training, such as military PMEL, etc., have 3 years military calibration lab experience or 5 years of commercial calibration lab experience.

Send resume to:

John Moorhouse, President

Northstar Calibration, Inc.

1045 26<sup>th</sup> Place NW

Owatonna, MN 55060

507-279-3513

[john@northstarcalibration.com](mailto:john@northstarcalibration.com)

[www.northstarcalibration.com](http://www.northstarcalibration.com)

**Spherion is hiring for a variety of positions in Owatonna, Faribault, and Waseca:**

<http://spherion.com/owatonna> | 507-451-3400 | 134 E Vine St, Owatonna, MN

- Production Laborer (No Experience Required)
- Assembly
- Warehouse Associates
- Forklift Operator/Material Handler
- Robotic Welding Operator
- Paint Line Operator
- Welder
- Fabricator/Press Operator
- Maintenance Technician
- HVAC Services Technician and Installer
- CNC Saw Operator

**Wenger Corporation**, 555 Park Drive NW is hiring:

<https://www.wengercorp.com/careers.php>

A privately held, leading manufacturer of high-quality music education, performing arts & athletic products.

Minimum requirements include solid work history, and ability to work independently. hiring 16 yrs and over.

Shift: 4-day work week. 5 AM – 3:30 PM; 3:30 PM – 3 AM

- **NEW – Industrial Painter**
- **NEW – Driver/Installer**
- **NEW – Senior Project Engineer (Hybrid)**
- **NEW – Cell Lead – Cabinets – 1<sup>st</sup> shift**
- **NEW – Machine Operator – Cabinets – 1<sup>st</sup> shift**
- **Project Manager (Hybrid)**
- **Marketing Content Specialist**
- **Buyer**
- **Controller**
- **Project Designer**
- **Designer**
- **IT Operations PC Support Tech**

**Mohs Contracting** is hiring:

<https://bit.ly/3tSqoyj>

- **Carpenters and experienced Foreman for duties including wood framing light steel framing, finish carpentry, window and door installation and some demolition.**

Qualifications: Framing and finish carpentry, Dependable, Practices safety, Knowledge and experience using hand tools, power tools and various construction equipment, Ability to work at various heights, read blueprints, Candidate must maintain the highest quality of workmanship; possess a strong work ethic, the ability to communicate effectively & professionally. Call or text (507) 686-0777 for more information.

**Life Fitness** is hiring for a variety of positions:

<https://www.lifefitness.com/en-us/careers>

- **NEW – Inventory Control Analyst**
- **NEW - Material Handler – 1<sup>st</sup>**
- **NEW – Shipper – 1<sup>st</sup> shift**
- **Warehouse Receiver – 1<sup>st</sup> shift**
- **Robotic Weld Operator – 3<sup>rd</sup> shift**
- **Production Supervisor – 3<sup>rd</sup> shift**
- **Upholstery Assembler – 1<sup>st</sup> shift**
- **Paint Line Operator – 1<sup>st</sup> shift**
- **Welder – 3<sup>rd</sup> shift**
- **Assembler – 3<sup>rd</sup> shift**
- **Small Parts Shipper**
- **Assembler – 1<sup>st</sup> & 3<sup>rd</sup> shift**

**Tru Vue Inc. (Viracon)**

Apply at: [Apogee & Our Brands](#)

<https://apog.wd1.myworkdayjobs.com/Apogee?locations=d761ab6e76cc0100c09b25c36df10000>

- **NEW – Field Sales Trainee**
- **NEW – Order Entry Specialist**
- **NEW – AP Analyst, Sr**
- **Journeyman Electrician**
- **Glass Production Day & Night Shifts**
- **Project Manager I**
- **Maintenance I – Night shift**
- **Maintenance C – MTW Nights**
- **Maintenance C – SMT Nights**
- **Lead, Continuous Improvement**
- **Electrical B Journeyman – MTW nights**
- **Summer Help – Production Team**
- **CDL Driver**

Minimum Requirement: High School diploma/GED. Ability to read and understand work instructions (English).

**The Costco Distribution Center**, 3601 SW 10th Street in Owatonna is hiring: <https://careers.costco.com/jobs>  
3601 10<sup>th</sup> ST SW

- Payroll Clerk
- Receiving Clerk
- Forklift Driver
- Forklift Operator
- RTV Clerk
- Fleet Dispatcher CDL
- Fleet Dispatcher Non-CDL
- Maintenance Clerk

Great jobs, great pay, a great place to work.

**Quanex – previously known as AmesburyTruth**  
[owatonna,-mn-jobs.html?vjk=272f464bb8bb0c2f](https://www.indeed.com/q-amesburytruth-l-owatonna,-mn-jobs.html?vjk=272f464bb8bb0c2f)  
[www.amesburytruth.com/careers](http://www.amesburytruth.com/careers)

[https://www.indeed.com/q-amesburytruth-l-](https://www.indeed.com/q-amesburytruth-l-owatonna,-mn-jobs.html?vjk=272f464bb8bb0c2f)

Is hiring numerous plant positions:

- Distribution Material Handler – 2<sup>nd</sup> shift
- Paint Plant/Coating Line Operator
- Maintenance Technician – 2<sup>nd</sup> & 3<sup>rd</sup> shift
- Maintenance Mechanic – 2<sup>nd</sup> & 3<sup>rd</sup> shift
- Health and Safety Coordinator
- Egard/Coating Line Operator
- Painter – 2<sup>nd</sup> shift

Quanex is an industry leader in window and door component manufacturing and is seeking to expand our Tool Room and Maintenance Departments. Pay ranges from \$24-31.40/hr based off experience. Benefits include a \$1,500 sign-on bonus, gym/wellness reimbursement, \$2.50 shift premium, PTO accrual from day 1, tuition reimbursement, quarterly incentive bonuses.

**Lakeside Foods** is hiring for a variety of positions:

[Owatonna - Lakeside Foods Jobs](https://careers.lakesidefoods.com/search/?searchby=location&createNewAlert=false&q=&locationsearch=owatonna&geolocation=&optionsFacetsDD_location=)

[https://careers.lakesidefoods.com/search/?searchby=location&createNewAlert=false&q=&locationsearch=owatonna&geolocation=&optionsFacetsDD\\_location=](https://careers.lakesidefoods.com/search/?searchby=location&createNewAlert=false&q=&locationsearch=owatonna&geolocation=&optionsFacetsDD_location=)

- Blancher Operator (Dry Beans)
- Depal Operator – 3<sup>rd</sup> shift
- Utility, Warehouse – 2<sup>nd</sup> shift
- Sanitation - Nights
- Quality Technician
- Production Supervisor
- Field Mechanic
- Harvester Operator Seasonal 2026 (Jun-Nov)
- General Labor Seasonal 2026 (Jun - Nov)
- Forklift Driver Seasonal 2026
- Spotter Truck Driver CDL Seasonal 2026 (Jun-Nov)

High school or GED required. Valid Driver's License. Prior experience is preferred, but on the job training provided.

**Gopher Sport** is hiring several positions:

[Gopher Sport - Job Opportunities](https://recruiting.paylocity.com/Recruiting/Jobs/All/0df15ebe-60fa-4965-b80a-61ee78181310/Gopher-Sport)

<https://recruiting.paylocity.com/Recruiting/Jobs/All/0df15ebe-60fa-4965-b80a-61ee78181310/Gopher-Sport>

- SPARK Inside Sales Representative
- Product Marketer (on-site)
- Warehouse Team Member
- Inside Sales Representative

## OWATONNA - RETAIL

**Cashwise** is hiring: [Coborn's Incorporated Careers](https://careers.cobornsinc.com/careers-)  
<https://careers.cobornsinc.com/careers->

- NEW – Cashier – PT
- NEW – Liquor Clerk - PT
- NEW – Deli Clerk - PT
- Bakery Clerk – PT
- Liquor Clerk – PT in Waseca

**Lowe's Home Improvement** is hiring for several positions. <https://www.indeed.com/cmp/Lowe's-Home-Improvement/jobs>. Requires High School diploma or equivalent; 1 year customer facing experience.

**Owatonna Fleet Farm** is hiring several FT and PT positions:  
[careers.fleetfarm.com](https://careers.fleetfarm.com)

- NEW – Sales Team Member
- Logistics Team Member – PT
- Garden Center Sales Team Member – PT
- Auto Service Advisor - PT
- Convenience Store Team Member - PT
- Daytime Cashier – PT
- Sales Floor Team Member – PT
- Store Facilities Team Member - PT
- Inventory Control Coordinator
- Yard Team Member - PT
- Auto Service Manager
- Firearms Specialist
- Auto Service Technician

Candidates must be 16+, able to learn a POS system, and know how to communicate in a friendly, effective manner. We offer a 20% discount, flexible scheduling, and opportunities for growth in our company. 401k for all employees 21+ years of age. Benefits depend on part time/full time status.

**Kwik Trip** is hiring for several Owatonna locations: <https://bit.ly/3mTlzSK>  
**Customer-Food Service, Guest Service.** Full and Part-time. 16+ years old, lots of advancement opportunities.

**Casey's General Store** is hiring Full & Part-time Team Members.  
<https://www.indeed.com/cmp/Casey's-1/jobs>

The good news is that we will teach you everything you need to know to succeed in the job. Previous customer service or cashier experience is a plus but if you have the will, we'll teach the skill. The things we look for are: You're at least 16 years old; you treat people the way they want to be treated, you work hard to be the best & have a good time doing it.

## OWATONNA - OFFICE/CLERICAL

**Federated Insurance** is hiring. Fantastic Opportunities abound. Candidates must be legally authorized to work in US. Check out their full list of openings: [Job Listings at Federated Mutual Insurance Company](https://careers-federatedinsurance.icims.com/jobs/search?ss=1&searchLocation=12781-12807-Owatonna&mobile=false&width=1438&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300)  
<https://careers-federatedinsurance.icims.com/jobs/search?ss=1&searchLocation=12781-12807-Owatonna&mobile=false&width=1438&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

**NEW – United Way Steele County** to apply submit Resume and brief letter of interest to United Way of Steele County at **245 18<sup>th</sup> St SE, Suite 1**

- **Communities That Care (CTC) Grant Coordinator** (full details page 28 & 29)
- **Teen Center Youth Support Specialist** (full details page 30 & 31)

**Semcac** is seeking a **Head Start Paraprofessional (substitute positions)**. Requires high school or GED, experience working with children with disabilities preferred, valid driver's license. **APPLY at**

[www.semcac.org](http://www.semcac.org), Barb Thompson, 507-864-8202, email: [barb.thompson@semcac.org](mailto:barb.thompson@semcac.org)

**HomeTown Credit Union** is hiring for **Full-Time positions**: <https://hometowncu.isolvedhire.com/jobs/>

- **NEW – High School Intern – Teller/Member Services Representative**

**Our Home South** is hiring **Full-time Resident Counselors**.

[www.ourhomesouth.com](http://www.ourhomesouth.com)

Our Homes South, Inc provides services for individuals with disabilities. You will assist them with Activities of Daily Living including going to movies, events, etc.; plus, companionship, meal preparation, cleaning, medication administration and at times assisting with personal cares. Must be 18, pass a MN Background check, and have a valid drivers license.

**Cedar Kids** is looking for **FT Childcare Teachers, Aides, and PT Assistant Teachers** to lead the way instilling into children basic learning essentials with an encouraging spiritual foundation. Full-time, part-time or flex time hours available. To apply, go online to: <https://cedarkidsmn.com/careers/>

## **OWATONNA – HEALTHCARE**

**Cedar Valley Services** is hiring: – Residential Assistants Needed – FT or PT. Will assist adults with developmental disabilities in a group home setting with daily living skills. Requires above average people skills. HS diploma/GED and experience preferred. Requires valid MN driver's license with acceptable driving record. Background check required in all positions. Excellent benefits package with generous 401k employer match. Send resume to: [mklippen@cedarvalleyservices.org](mailto:mklippen@cedarvalleyservices.org)

**Allina Health** is hiring:

Apply at [www.allinahealth.org/careers](http://www.allinahealth.org/careers)

- **NEW – Certified Nurse Midwife (Clinic only)**
- **NEW – Environmental Services Aide**
- **NEW – Respiratory Therapist**
- **Patient Access Representative Associate**
- **Obstetrician and Gynecologist**
- **Pharmacist Inpatient and Infusion**
- **RN Emergency Department**
- **RN New Graduate**
- **CRNA**

**Mayo Clinic** has a job opening for a **Paramedic**. Offering a \$8,000 hiring Incentive! -

<https://jobs.mayoclinic.org/search-jobs/Owatonna%2C%20MN/33647/4/6252001-5037779-5048696-5040647/44x08385/-93x22604/50/2>

- **Clinical Hemodialysis Technician – Outpatient Dialysis**
- **Radiologic Technologist**
- **Paramedic**
- **CT Technologist**
- **Family Medicine Physician**

**Fernbrook Family Center** has openings for our Steele and Rice County locations. Fernbrook Family Center provides inclusive mental health services to all ages, improve emotional well-being, encourage healthy relationships, and foster resiliency by using innovative strategies to transform lives. We serve eight counties throughout southern Minnesota including Steele, Rice, Waseca, Mower, Blue Earth, Dodge, Olmsted, and Goodhue counties.

We are currently hiring for **Licensed & Pre-Licensed Mental Health Therapists – Home and Community/Outpatient Focused** in both the Steele and Rice locations. We are also hiring a **School Link Mental Health Therapist** at Arcadia, and **Treatment Supervisor**, both in Northfield. Must have a master’s degree in a human services field. Apply at <https://fernbrook.org/positions-available> or send your resume to [careers@fernbrook.org](mailto:careers@fernbrook.org)

**Aging Services for Communities** is hiring **Homemakers**. We are looking for caring and responsible people to do general housekeeping and run errands for senior citizens in their homes. Competitive salaries! Schedules are flexible! Must have reliable transportation. Call 507-364-5663 or apply at [www.aging-services.org](http://www.aging-services.org)

**Benedictine Living Community**  
[mn/careers/](https://www.benedictineliving.org/owatonna-mn/careers/)

[https://www.benedictineliving.org/owatonna-](https://www.benedictineliving.org/owatonna-mn/careers/)

- **NEW – LPN/RN – New Grads Welcome**
- **NEW – Admissions Coordinator**
- **NEW – Clinical Reimbursement Coordinator RN**
- **NEW – Clinical Reimbursement Coordinator LPN**
- **Culinary Services Aide**
- **CNA**
- **Float RN & LPN**
- **COTA- Casual/OnCall**
- **RN**
- **Occupational Therapist**

Meaningful work, competitive pay and benefits, tuition reimbursement and sign on/retention bonuses for all positions. Our dedicated staff work to enhance the lives of our residents every day with respect, compassion, and trust. Come be a part of a place where you make a difference every day!

**SPERO (previously known as South Central Human Relations Center)**

<https://speromn.org/>

is actively searching to fill the following positions within our team. The recent transition of becoming a Certified Community Behavioral Health Clinic (CCBHC) has resulted in the creation of new positions. The Spero team has delivered professional, comprehensive mental health services in the communities of Steele, Dodge and Waseca counties for more than 45 years. We offer competitive, regular (not based on production) salaries and an excellent benefits package.

- **Case Manager Adult**
- **Daytime Mobile Responder-Sign on Bonus**
- **On Call Mobile Crisis/Stabilization Practitioner – Evenings/Weekends**
- **Case Manager – Children’s – Steele County**
- **Case Manager Adult**
- **CTSS Behavioral Health Practitioner (Formerly Mental Health Practitioner)**
- **Case Manager-Project Home**
- **ARMHS Behavioral Health Practitioner**

**Ecumen - Brooks and Countryside** is hiring **Registered Nurse, Resident Assistants, CNA's**. We have a variety of shift times in both Part-Time and Full-Time capacity. Ecumen offers competitive pay and benefits, flexible scheduling, and engaging training plans. No experience or certification needed. Apply at [Ecumen.org/Careers](https://ecumen.org/Careers). Call Alex at 651-346-8613 with questions.

**Beyond Brink & WEcovery center** is urgently hiring **Housing support personnel and Certified Peer Recovery Specialists**. 3003 Hoffman Drive NW, Owatonna. Call 507-779-7091 for more information.

### **OWATONNA – DRIVING / TRANSPORTATION**

**SMART Transit** has openings for **part-time and substitute Transit Bus Drivers for Owatonna**. Responsibilities - transporting the public, following a set schedule, & maintaining vehicle report. Requires good driving record, above average communication and people skills, the ability to work independently and meet the physical demands of the job. High school diploma or GED. Must have or obtain a Class C CDL and passenger endorsement. Will train & pay to obtain endorsements if needed. Must pass necessary MnDOT testing & requirements. Daytime and evening hours available. Full benefits for full-time employees and some benefits for part-time employees. Drug test/background check required. Apply online at [www.smartbusmn.org](http://www.smartbusmn.org) and click on Employment Opportunities, or send resume to [mshippy@cedarvalleyservices.org](mailto:mshippy@cedarvalleyservices.org).

## **POSITIONS AVAILABLE IN FARIBAULT**

### **GOVERNMENT POSITIONS**

**State of Minnesota** is hiring for several Departments. For information on these positions, please go to: <https://mn.gov/mmb/careers/search-for-jobs/>

**Rice County** is hiring for number of positions. For more information on these positions, please go to: <https://www.governmentjobs.com/careers/rice>

- **NEW – Health Educator – Rice County  
Public Health Statewide Health  
Improvement Coordinator**
- **NEW – Jail Office Support/Records  
Specialist**
- **NEW – Network & Systems  
Administrator**
- **Election Judge**
- **Legal Assistant**
- **Records and Data Specialist –  
Community Corrections**
- **Social Worker – CAC/CADI/TBI**
- **Mental Health Professional –  
Outpatient Therapist**
- **Seasonal Worker – Highway & Parks  
Maintenance**
- **Graduate Engineer – Highway**

**The City of Faribault** is hiring for a variety of positions. Please visit: <https://www.governmentjobs.com/careers/faribault>

- **NEW – Executive Director of HRA**
- **Seasonal Streets Maintenance**
- **Accounting Technician – AR and UB**
- **Police Officer**
- **Aquatic Center Guest Services –  
Seasonal**
- **Building Official**
- **Lifeguard – Seasonal**
- **Swim Instructor**
- **Water Exercise Instructor**

**United States Postal Service** is currently hiring:

**APPLY ONLINE @ USPS.COM/CAREERS**

- **Rural Carrier Associate (RCA) - \$20.38** - Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services. May only work 1-2 days per week. Vehicle may be needed.
- **Assistant Rural Carrier (ARC) - \$20.38** - Using dynamic route descriptions, delivering packages on Sundays and observed holidays. May case, deliver, and collect mail and packages on Saturday along a prescribed rural route using a vehicle. Works only weekends and observed holidays.

**Employment Requirements:** • 18 years old at the time of appointment or 16 years old with a high school diploma, United States citizen, permanent resident, or citizen of American Samoa or other U.S. territory • Recent employment history • Ability to pass a criminal background check, drug screening, and medical assessment • 5 YEAR residency within United States or territory of US is needed for background investment. • Safe driving record (if applicable to the position) must have two years of safe, unsupervised documented driving experience in the United States. • Must be registered with Selective Service if male born after December 31, 1959.

**Faribault Public Schools** is hiring multiple positions: **Apply:** <https://www.faribault.k12.mn.us/>

### **FARIBAULT – TRANSPORTATION**

**Truck Center Companies** is hiring:

[Job Opportunities](#)

<https://truckcentercompanies.com/locations-contact/faribault-48>

- **Diesel Tech - FT**

**Faribault Transportation** is hiring **Bus Drivers and Aides**. Paid CDL training and testing. Must be 18 yrs and above. Valid drivers license, with good driving record. Proof of Citizenship or work visa, DOT physical, Pre-employment background and drug test. **Stop into 2165 1<sup>st</sup> Ave NW to apply or come to the Faribault WDI office.**

**Penske Truck Leasing and Logistics** Now hiring:

Apply at: [Penske Jobs/Careers - Jobs](#)

<https://penske.jobs/jobs/?r=25&location=Faribault,+MN>

- **Location Safety Team Lead**
- **Load Planner**
- **Truck Driver – Local Class A - \$20,000 Retention Bonus**
- **Supply Chain & Logistics Trainee**

CDL Class A required, currently hold or ability to obtain a non-excepted interstate DOT medical car, 1-year documented tractor-trailer experience, 3 years with 2 or fewer moving violations. Apply online or come visit us in person to apply. Walk-in's welcome! on-the-spot interviews and job offers to those who qualify. Please come prepared for a road test.

## **FARIBAULT – FOOD SERVICE**

**C&S Vending is hiring Vending Route Driver** Monday-Friday with early morning start time, service customers enhancing their employee's breakroom experience. Receive on the job training. Requires valid driver's license with a good driving history, driving 5+ years, must be 21 or older and able to pass a DOT physical. Ability to bend, squat, kneel, climb, reach, and lift 50 lbs. \$54,000 annual salary increase 2<sup>nd</sup> year to \$59,000. Competitive benefits. Visit <https://csvending.applicantpro.com/> to apply

**C&S Vending/Yummy Fresh** is hiring:

- **Food Service Associate**

Minimum of 5 Years driving experience, class D driver's license with a clean driving record and must be 21 years or older. Competitive pay and benefits. To apply <https://csvending.applicantpro.com/> Visit [www.csvending.com](http://www.csvending.com)

## **FARIBAULT - MANUFACTURING / WAREHOUSE / MANUAL LABOR**

**Spherion is hiring for a variety of positions in Owatonna, Faribault, and Waseca:**

<http://spherion.com/owatonna> | 507-451-3400 | 134 E Vine St, Owatonna, MN

- Production Laborer (No Experience Required)
- Assembly
- Warehouse Associates
- Forklift Operator/Material Handler
- Robotic Welding Operator
- Paint Line Operator
- Welder
- Fabricator/Press Operator
- Maintenance Technician
- HVAC Services Technician and Installer
- CNC Saw Operator

**Tru Vue (Viracon)** is hiring:

[Apogee & Our Brands](#)

<https://apog.wd1.myworkdayjobs.com/Apogee?locations=d761ab6e76cc0100c09b2d4e46b00000>

- NEW – Assembly Technician
- NEW – Manufacturing Technician
- NEW – Production Technician
- Process Technician
- Warehouse Associate
- Forklift Driver
- Maintenance and Facilities Manager
- Automation Robotic Maintenance Technician
- Director, Financial Planning & Analysis
- Material Handler
- Maintenance Technician – 3<sup>rd</sup> shift

**Aldi** is hiring:

[Explore Jobs and Careers at ALDI Grocery Stores by Location](#)

<https://careers.aldi.us/career-arch-map>

- Warehouse Associates - FT & PT
- Assistant Store Manager – FT - Dundas

**Sage Glass** is hiring. Outstanding work environment with first-in-class benefits, compensation, training opportunities and a bright, clean, and temperature-controlled facility! Call 507.339.3685 for more information. <https://www.sageglass.com/careers>

- **Human Resources Operations Supervisor**

- **Process Engineer II**

**Met-Con Construction** is hiring:

[Southern Minnesota Job Openings - Met-Con Companies](https://www.met-con.com/job-openings)  
<https://www.met-con.com/job-openings>

- **Met-Con Training Center**
- **Poured Walls/Footings**
- **Steel Erector**
- **Millwright**
- **Construction Project Manager/Estimator**
- **General Construction Manager - Mankato**

- **Concrete Finisher**
- **Mason/Tender**
- **Truck Driver**
- **Carpenter**
- **Senior Construction Estimator**
- **General Construction Laborer**

**Trystar** has several positions open:

[Careers | Trystar](https://www.trystar.com/careers/)  
<https://www.trystar.com/careers/>

Lots of 1<sup>st</sup> and 2<sup>nd</sup> shift opportunities. Please check out the entire listing. Here are a few:

- **NEW – Machine Operator -Busbar-Weekends**
- **NEW – Senior Manufacturing Engineer**
- **Senior Production Technician – Loadbank Portable – 1<sup>st</sup> shift**
- **Onsite Service Parts Coordinator – 1<sup>st</sup> shift**
- **Powder Coat – Painter – 2<sup>nd</sup> shift**
- **shift**
- **Extrusion Operator – 1<sup>st</sup> shift**
- **Material Coordinator – Cable – 1<sup>st</sup> shift**
- **Assistant Supervisor – Weekend Material**
- **Cable Assembler – 2<sup>nd</sup> shift**
- **Powder Coat – Painter- 1<sup>st</sup> shift**
- **CNC Machine Operator – 1<sup>st</sup> shift**
- **Fabrication Metal Prep - Weekend**
- **Brake Press Operator – Weekend shift**
- **Material Coordinator – Truck Driver**
- **Welder I – Weekends**
- **Welder II - Weekends**
- **Maintenance Tech II – 2<sup>nd</sup> shift**
- **Packer/Shipper - 1<sup>st</sup> shift**
- **Health, Safety & Environmental Specialist**
- **Senior Production Technician – Pre-Assembly – 2<sup>nd</sup> shift**
- **Production Supervisor – Fabrication – 2<sup>nd</sup> shift**

**K&G Manufacturing** is hiring:

<http://kgmfg.com/employment/>  
• **5-Axis CNC Mill-Turn Machinist**

- **CNC Lathe Machinist**
- **Customer Service/Sales Rep**
- **Assembly/Bench Technician**

We offer an excellent compensation and benefits package to experienced candidates. Work 4 – 10's shift schedule Monday to Thursday and get 15% shift differential. K&G Manufacturing offers an ISO 9001:2008, AS9100 certified climate-controlled precision CNC machining job shop working with industries such as Aerospace, High performance marine, Medical, Technology, Defense & Recreational. We have over 88 years of

proven experience and expertise in the precision CNC machining industry. We empower our people to come up with innovative and effective solutions to your manufacturing needs. K&G Manufacturing is an Equal Opportunity Employer. Voted as one of the “Best Places to Work” in 2023 & 2024.

**Faribault Foods** has several positions open:

[www.faribaultfoods.com/careers](http://www.faribaultfoods.com/careers)

- NEW – Training Specialist – 2<sup>nd</sup> shift
- NEW – Maintenance Manager
- Logistics Supervisor
- Financial/Cost Analyst (Hybrid)
- Sanitation Tech – 3<sup>rd</sup> shift
- Maintenance Tech Trainee
- Maintenance Tech – Can Making – 2<sup>nd</sup> shift
- Can Making Tech – 2<sup>nd</sup> shift
- Packaging Tech – 2<sup>nd</sup> & 3<sup>rd</sup> shift
- Production/Packaging Technician – 1<sup>st</sup>
- Processing Tech – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> shift
- Filling Technician – 3<sup>rd</sup> shift
- Maintenance Technician – 2<sup>nd</sup> shift
- Forklift Operator – 2<sup>nd</sup> shift
- Controls Tech – 2<sup>nd</sup> shift

**Balchem Corporation** is seeking the following:

[Careers at Balchem \(hrmdirect.com\)](http://Careers at Balchem (hrmdirect.com))

<https://balchem.hrmdirect.com/employment/job-openings.php?search=true&>

- Dry Production Operator
- Maintenance Tech
- Night Production Supervisor

High School, strong math, verbal and oral communication skills. \$28 + an hour.

**MRG Tool and Die is hiring:**

<https://www.mrgtoolanddie.com/career-opportunities.html>

- Multi Asix CNC Programmer
- CNC Machinist
- CNC Machinist – large format machining
- CNC Machinist – High Precision

We are looking for talented, motivated, and energetic individuals to join the team. Competitive pay and attractive benefit package.

**Daikin Applied** has several openings:

[Daikin Careers](http://Daikin Careers)

[https://daikinapplied.wd1.myworkdayjobs.com/en-US/Daikin-Careers/?City\\_State=38fe04205af110014e978c5d446f0000](https://daikinapplied.wd1.myworkdayjobs.com/en-US/Daikin-Careers/?City_State=38fe04205af110014e978c5d446f0000)

- NEW – Assemblers
- NEW – Assembly
- NEW – Team Leader – Punch Shears
- NEW – Summer Workers
- Quality Management Systems Coordinator
- Operational Excellence Manager
- Associate Recruiter
- Shipping Supervisor
- EHS Specialist I
- Production Supervisor – 2<sup>nd</sup> shift
- Test Stand Operator
- Supplier Quality Engineer
- Machine Maintenance Technician III

Immediate hiring! Daikin is the world’s leading air-conditioning company. If you’re looking for an engaging career and growth opportunities in a supportive environment, Daikin Applied is hiring for the ALL positions. Daikin Applied Americas Inc. is an equal opportunity employer and encourages applications from minorities, woman, the disabled, protected veterans, and other qualified applicants.

**Jennie-O Turkey store:**

<http://www.jennieo.com/careers>

**Tuition for children of employees.**

**Simple and Grand** Help make beautiful, seasonal planters for homes and businesses. If you like to get your hands dirty, we have positions for you: **Greenhouse/Production (FT & PT), Delivery Driver.** Must be able to lift up to 50 lbs. We will train. Our drivers must have a clean driving record. To apply, call 507.330.5493 or email [hr@simpleandgrand.com](mailto:hr@simpleandgrand.com). You can also apply on our website [www.simpleandgrand.com](http://www.simpleandgrand.com)

**Quality Building Maintenance, Inc**

Janitorial position open for 9 HPW – 5:30pm to 1:15pm M-F. General cleaning duties includes vacuuming, sweeping, mopping, scrubbing, sanitizing and dusting. Previous janitorial experience preferred. Call Tayte Peterson at 507-289-0603

### **FARIBAULT - OFFICE / CLERICAL**

**Goodwill** is hiring:

- **Donations Processor - PT**

Located at 2100 Grant St NW, Faribault. <https://www.gesmn.org/careers>

**The Community Action Center of Faribault** is hiring the following:

<https://communityactioncenter.org/employment/>

- **Community Advocate – FT – Spanish Required**

**YTR Drywall & Painting LLC** is hiring **Bookkeeper/Administrative Assistant.**

Someone knowledgeable in the construction industry, preferably someone who is bilingual in Spanish and English.

Duties include:

Financial Administration

Process invoices, pay applications, and expense reports for approval and payment, and assist in budget tracking

Manage insurance certificates and W-9 forms for all subcontractors to maintain project compliance

Document management

Prepare, file, and manage project-related documents such as contracts, invoices and permits.

Enter and maintain project data in construction software

Project tracking

Monitor project schedules, track job costs **Contact: [yoja@ytrdrywall.com](mailto:yoja@ytrdrywall.com) or 612-618-6131**

**HomeTown Credit Union** is hiring for **Full-Time positions:**

- **Member Relationship Builder/Loan Officer**

For more information regarding our openings please visit and apply online at

<https://hometowncu.isolvedhire.com/jobs/>. Employment offers will be contingent upon successful completion and favorable results of a credit review, background check and drug screen. HomeTown Credit Union has been a member-owned financial institution for 50 years with branches located in Owatonna, Faribault, and Northfield MN. Today we serve over 21,000 members.

## FARIBAULT - MEDICAL / DENTAL

**Allina Health** is hiring:

Apply at [www.allinahealth.org/careers](http://www.allinahealth.org/careers)

- Pharmacist Inpatient & Infusion
- Physical Therapist
- RN Perianesthesia - Casual
- CT Technologist - Nights
- Nursing Assistant – Faribault Home Care & Hospice Team

- Dietitian
- New RN Graduates
- RN Critical Care Float Pool
- CRNA

**Allina Clinic** is hiring:

- NEW – Certified Nurse Midwife
- Supervisor Clinical Services - RN
- Obstetrician and Gynecologist

- Family Medicine with OB
- Family Medicine Physician

**Seniors helping Seniors** Are you looking for a flexible and meaningful way to support seniors in your community? Seniors Helping Seniors® in-home care services offer meaningful companionship and support for seniors who wish to remain active and independent in the comfort of their own homes. We are looking for compassionate individuals to join our team as caregivers, providing essential assistance to seniors in our community. *For more information or to apply, please contact: Christopher Cooper at 507-206-0414 or by email at [chris@semnshs.com](mailto:chris@semnshs.com).*

**Moments Hospice** is hiring a **CNA and Sales Representative/Hospice**. QUALIFICATIONS for Certified Nursing Assistant (CNA): Must have reliable vehicle, 12 months of caregiving experience required (Home Care, Assisted Living/Memory Care, Skilled Nursing/Nursing Home, Hospital or Hospice), Hospice experience preferred, Excellent customer service skills, Current CPR Certified, Valid driver's license and auto insurance, Valid CNA License [Moments Hospice Careers and Employment | Indeed.com](#)

**Family Service Rochester** is hiring **PT Flexible Housekeeping Positions in Faribault and Northfield**.

This is part of their Neighbors Helping Neighbors program. No experience necessary. \$16.50/hour. To apply or for more information, <https://tinyurl.com/ytjm7ifp>

**Aging Services for Communities** is now hiring **Home-Care Staff**. looking for caring and responsible people to do general housekeeping and run errands for senior citizens in their homes in Rice, Dakota, Le Sueur, Scott, & Waseca Counties. Positions start at \$15 per hour, and schedules are flexible! Must have reliable transportation. Here is how to apply: Call Aging Services at 507-364-5663. Download an application at [Aging-Services.org](http://Aging-Services.org). Visit them at 212 First Street South in Montgomery.

**Rison Homes MN, Inc** is hiring **RN/LPN, Home Health Aides full-time and part-time positions** 7 AM – 3 PM, 3 PM to 11 PM and overnight shift 11 PM to 7 AM. **Sign on bonus**. Responsibilities: med passing, charting, reporting, cooking meals, cleaning, bath/laundry schedules, transportation, training & meetings. Contact Marcia at 507-332-0547 or email [risonhomesinc@gmail.com](mailto:risonhomesinc@gmail.com).

## FARIBAULT - RETAIL

**Harry Browns Automotive & Fleet** is hiring:

[Harry Brown's - Job Opportunities](#)

<https://recruiting.paylocity.com/recruiting/jobs/All/d2c8acdc-b992-4fe3-91a7-310a07358715/Harry-Brows-llc>

- NEW – Good Year Tire – Light Duty Technician
- Automotive Light Duty Technician
- Automotive Sales Consultant
- Technicians – ABRA Auto Body
- Automotive Technician – GM Certified

**Casey's General Store** is hiring **Full & Part-time Team Members.**

<https://www.indeed.com/cmp/Casey's-1/jobs>

The good news is that we will teach you everything you need to know to succeed on the job. Previous customer service or cashier experience is a plus but if you have the will, we'll teach the skill. The things we look for are: You're at least 16 years old; you treat people the way they want to be treated, you work hard to be the best & have a good time doing it!

**Walmart of Faribault** is hiring for a number of positions:

Apply online at:

<https://careers.walmart.com/stores-clubs/walmart-store-jobs>

**Benefits include Free College tuition**, 401k, Medical, Vision and Dental Ins, Stock option, bonus (quarterly or annually depending on role) %10 Discount on Fresh and GM merchandise. Link to create an account and submit applications to any Walmart Store or Distribution Center

## **POSITIONS AVAILABLE IN NORTHFIELD**

### GOVERNMENT POSITIONS

**City of Northfield** is hiring:

[www.northfieldmn.gov/jobs](http://www.northfieldmn.gov/jobs)

- Engineering Intern
- Street & Parks Supervisor
- Lifeguard

**Elysian Senior Homes of Northfield** – is hiring the following: **Resident Assistant On Call/Casual**

Requirements: At least 18 years old, High school diploma or GED, Clear background check, CNA is not required but is preferred. Pay: \$18-\$28 an hour. Wage is determined by certifications and years of experience. Those with a CNA, TMA, or LPN will be compensated at a higher rate than non-CNAs. [Careers With Elysian Senior Homes of Northfield](#)

**Achieve Health and Wellness** is hiring: **Pediatric Focused Outpatient Therapy,**

**Occupational Therapists, Physical Therapists.** Achieve Health and Wellness is a progressive, developmental based neuro-specialty clinic located in Apple Valley, Northfield and Red Wing, MN. We treat pediatrics of all abilities and are looking to add a motivated Occupational or Physical Therapist to our team! Applicants must be confident in their therapy skills, and up-to-date on laws/regulations and willing to float between both locations. Must have a license to practice in MN, or the ability to obtain one. Applicants have the opportunity to choose between a 4 or 5 day work week, to acquire their 40 hours. New graduates are encouraged to apply. Visit our

social media page to learn more about our company @achieve\_kids Please make sure your email address and phone number are listed on your resume. We look forward to hearing from you! Job Types: Full-time, Part-time Benefits: 401(k), Continuing education credits, Health insurance, License reimbursement. Paid time off. Schedule: 10 hour shift or 8 hour shift. Day shift. No weekends. Work Location: In person- Northfield Clinic. Interested in this position? please email your resume to [rdunnick@therapypartners.com](mailto:rdunnick@therapypartners.com) Pay: \$72,000.00 - \$89,000.00 per year

**Aging Services for Communities** is hiring **Homemakers**. We are looking for caring and responsible people to do general housekeeping and run errands for senior citizens in their homes. Competitive salaries! Schedules are flexible! Must have reliable transportation. Call 507-364-5663 or apply at [www.aging-services.org](http://www.aging-services.org)

**Laura Baker Services** has a few openings: <https://bit.ly/3PiRWbi>  
16 + yrs old, flexible scheduling, competitive wage, generous benefits, free meals, paid training

- **Direct Support Professionals**

**Northfield Hospital** is hiring. See open positions: <https://bit.ly/2ZYUI0x>

At Northfield Hospital & Clinics, we are committed to serving our patients through personal attention and excellent care. We provide rewarding work and competitive benefits in a professional and fun work environment.

**Three Links Health Services:** A Senior Living Community with Spirit and Compassion - is hiring for positions at our Care Center and Assisted Living Communities. <https://sfhs.org/communities/three-links-care-center/>

- **NEW – Apartment/Compliance Manager**
- **Social Work Designee**
- **RN Manager**
- **Activity Aide – PT**
- **Dietary Aide - PT**
- **Nurse- PT**
- **Resident Assistant – Millstream Commons – PT**
- **Dietary Cook - PT**
- **Nursing Assistant Registered – Evenings - PT**
- **Resident Assistant – Villages of Lonsdale- FT**
- **Dietary Cook – Village of Lonsdale – FT**

At Three Links Health Services, you'll find healthcare, housing, and services that center on community. Our caring & comfortable living communities provide our residents with the respect & support they deserve. Employees receive competitive compensation, great benefits including free health insurance & a 401a retirement pension. Three Links Health Services is a non-profit serving the community for more than 125 years! To view a complete list of openings and qualification requirements, please visit: [Skilled Nursing & Transitional Care in Northfield, MN | St. Francis Health Services](#)

### **NORTHFIELD – TRANSPORTATION**

**Rojas All Pros Companies** is hiring **Snow Removal Operators & Shovelers – Winter Season, Lawn Crew and Landscaping Crew for Spring Season.** Locations: Faribault, Northfield, and Owatonna, MN

**Responsibilities:**

- Operate snow removal equipment, including plows, skid steers, loaders, and other machinery.
- Perform hand shoveling, salting, and ice control as needed.

- Work safely and efficiently during snow events.
- Maintain clear communication with supervisors and crew leaders.

**Qualifications:**

- Preferably hold a valid driver's license.
- Must be reliable and able to work long or irregular hours during snow events.
- Experience with snow removal equipment is a plus. English and Spanish speakers are encouraged to apply.
- Must have a smartphone to use company apps and manage work documents.

**How to Apply:** Apply directly on our website: 🖱️ <https://rojasallprocompanies.com/job-opportunities/>

**Holden Farms** is hiring:

[Careers | Holden Farms  
https://holdenfarms.com/careers/](https://holdenfarms.com/careers/)

- NEW – Business Development
- Herdperson
- Inventory Specialist
- Sow Farm Manager
- Truck Wash Technician – Faribault
- Intern
- NF Data Administrator

**Taylor Truckline** is hiring a number of positions: [Taylor Truck Line Inc Careers and Employment | Indeed.com](https://www.indeed.com/careers/taylor-truck-line)

- NEW – Fleet Manager/Dispatcher
- Trailer Technician Mobile
- Fleet Manager Assistant
- CDL Class A Driver
- MN Local CDL A Driver/Spotter
- Trailer Mechanic Technician
- Diesel Mechanic Service Technician

**Upper Lakes Foods** is hiring: **CDL Class A over the road long haul drivers, sign on bonus.**

Visit: <http://tinyurl.com/tsdpvewp> for information about opportunities.

**Benjamin Bus Inc.** is hiring **School & Activity Bus Drivers, Non-CDL Van Drivers**

**Minimum requirements:** CDL & Non-CDL driving positions available. Flexible hours & ability to bring kids to work with you. On-site paid training & testing to obtain CDL. Must be 18 yrs and above. Valid drivers license, with good driving record. Proof of Citizenship or work visa, DOT physical. Pre-employment background check & drug test. **Apply in person at 32611 Northfield Blvd, Northfield, MN or online [Benjamin Bus](https://www.benjaminbus.com)**

**Waste Management** is still in need of filling positions for **Diesel/Heavy Equip Mechanics and CDL Drivers in Burnsville and Mankato, MN.** Here are the direct application links for each position.

- [Senior Heavy Equipment Mechanic - WM Careers \(oraclecloud.com\)](https://oraclecloud.com/careers/2318710) CDL Truck Driver - WM Careers (oraclecloud.com) 2318710 Burnsville, MN
- [Senior Diesel Mechanic - WM Careers \(oraclecloud.com\)](https://oraclecloud.com/careers/2316704) 2316704 Burnsville, MN

Waste Management offers exceptional, unmatched benefits, and career advancement opportunities.

Veterans are a great fit in our organization – in fact, one in twelve of our employees are former military. We encourage any and all qualified veterans to apply online, <https://wm.com/careers> [wm.com] [wm.com]

**McLane Company** is hiring the following in Northfield: [Careers | McLANE COMPANY, INC. | Boldly Leading the Way](https://www.mclaneco.com/careers/) <https://www.mclaneco.com/careers/>

- Truck Driver Trainees. Hourly
- Driver
- Driver, Trainee Component

## NORTHFIELD - OFFICE / CLERICAL

**Northfield Shares Community Foundation** is hiring a **PT Financial Coordinator/System Administrator**.

- Experience with Foundant/C Suite software preferred but not required.
- Highly detailed and organized
- Outstanding financial and analytical skills.
- Ability to maintain confidentiality regarding financial information and records
- 5+ years related work experience
- AA or BA degree in accounting or related field
- Proficient computer skills with automated financial/ERP systems and MS Office Suite
- Strong communication skills, both verbal and written

### **Part Time Position**

- \$35-40/hour depending on qualifications
- Averaging 2-10 hours per week depending upon time of year
- Flexible schedule.
- Hybrid/remote location acceptable.
- Reports to Executive Director

**Interested candidates** should email their letter of interest with a one-page summary of work experience to: [carrie@northfieldshares.org](mailto:carrie@northfieldshares.org) SUBJECT: Financial Coordinator

**Ampack / AmeriCorps** is hiring **FT or PT Tutors and Reading Assistants**. Must be 18+. GED or HS grad. 25 or 35 hrs per week. No experience necessary. Choose from: Early childhood tutoring; Math grades K-3 or 4 – 8; Reading K-3. Bi-weekly pay, plus money for school plus reimbursed childcare, paid healthcare. [Reading & Math, Inc Careers](#). Position is Aug – June during school year.

**St. Olaf College positions:** is hiring a for a number of positions – both for faculty and non-faculty positions. For a complete list of openings, go to: [Careers – Human Resources \(stolaf.edu\)](#) <https://wp.stolaf.edu/hr/careers/>

**Carleton College** is hiring a for a number of positions – both for faculty and non-faculty positions. For a complete list of openings, go to: [Jobs at Carleton – Carleton College](#) <https://www.carleton.edu/human-resources/employment-opportunities/>

**YMCA of Northfield** is hiring several positions:

<https://northfieldymca.org/employment>

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Member Services Building Coverage</b></li><li>• <b>Member Services Representative</b></li><li>• <b>General Maintenance Staff</b></li><li>• <b>Group Exercise Instructor PT</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Morning Child Watch Worker</b></li><li>• <b>Personal Trainer</b></li><li>• <b>Swim Instructor</b></li><li>• <b>Lifeguard</b></li></ul> |
|---|---|

Now hiring for the above part-time positions. Apply Here: [Career Center | Recruitment](#)

## NORTHFIELD - RETAIL

**Northfield Flying J Travel Center** is hiring for multiple positions:

[www.jobs.pilotflyingj.com](http://www.jobs.pilotflyingj.com)

- All shifts starting at \$16.50 + per hour
- **Free Meals and Beverages, PTO, Weekly Pay, Fuel Discount, Tuition assistance, Flexible schedule, 401K savings plan, Professional Development, and more.**

**NORTHFIELD - FACTORY / WAREHOUSE / MANUAL LABOR**

**Aurora Pharmaceutical** is hiring for several positions:

[Careers | Aurora Pharmaceutical](#)  
<https://aurorapharmaceutical.com/careers>

- FT Production Technician
- Animal Health Manufacturer Sales Representative

**Post is hiring:**

Apply online at: [Careers at Post Consumer Brands](#)

<https://jobs.postholdings.com/postconsumerbrands-home>

- NEW – Operations Supervisor – Night shift
- Manufacturing Operator – Packaging & Processing –Night shift
- Warehouse Person PT – SM am shift
- Mechatronics Maintenance Tech - Night shift

**NORTHFIELD - FACTORY / WAREHOUSE / MANUAL LABOR**



The graphic is a hiring advertisement for Post Consumer Brands. It features the Post Consumer Brands logo in the top left corner. The main text reads "Now Hiring !" in large, bold letters. Below this, there is a QR code with the text "SCAN ME!" and a red arrow pointing to it. To the right of the QR code, there are two yellow boxes with black text: "\$25.50 PER HOUR DAY SHIFT" and "\$27.50 PER HOUR NIGHT SHIFT". At the bottom of the graphic, the website "jobs.postconsumerbrands.com" is listed. A small number "18" is visible in the bottom right corner of the graphic.

**Advanced Exhaust Solutions** is hiring several positions:

- **Quality Assurance Inspector**  
Competitive Pay, Full Benefits Package, Opportunities for growth & advancement.

Apply at: <http://advancedexhaustsolutions.com>

**NORTHFIELD - FOOD SERVICE**

**Bon Appetit at Carleton College** in Northfield, MN is hiring:

<https://bit.ly/3w2pMcJ>

Must be 18 years old; ability to sit or stand. Great for retiree or someone just looking for a PT position with great interaction. Will training. For more information, contact **Eric Rasmussen at 507.222.4875.**

## Seasonal/Temporary Job opportunities: Entry Level Positions

**City of Faribault Jobs:** <http://governmentjobs.com/careers/faribault>

- **Lifeguard:** Must be 15 years or older with American Red Cross CPR, First Aid & Red Cross Lifeguard Certificate
- **Park Maintenance Seasonal Laborer** – must be 16 years of age. Assist in maintaining City park Properties. Duties include maintaining grounds, parts, restrooms, athletic fields and facilities

**Daikin Applied** has openings for summer workers. Must have High School Diploma/GED, ability to use hand tools, operate PIT (Powered industrial trucks), obtain PIT license.

**Faribault Public Schools:**

<https://www.applitrack.com/faribault/onlineapp/default.aspx?Category=Community+Education+Youth+Programs&subcategory=STEAM>

- **Summer STEAM Multilingual Cultural Facilitator (Up to 4 positions – 2 at each site)** At Summer STEAM 6-week summer program \$25.32 hourly
- **Summer STEAM Program Facilitators Grades 1-8** At Summer STEAM 6-week summer program \$18.07 hourly
- **Summer STEAM Program Managers Grades 1-8** At Summer STEAM 6-week Program \$21.67 hourly
- **Youth Skills Training (YST) IT Summer Intern 2026 (Part-Time)**  
<https://www.applitrack.com/faribault/onlineapp/default.aspx?Category=Community+Education+Youth+Programs&AppliTrackJobId=5310&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>
- **Temporary Summer Custodian**  
<https://www.applitrack.com/faribault/onlineapp/default.aspx?Category=Maintenance%2fCustodial&AppliTrackJobId=5285&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

**HOLDEN FARMS** Hiring for seasonal workers see page 32

**River Bend Nature Center:** <https://rbnc.org/outdoorcareers>

*Potential free learning opportunities and outdoor experiences and pathways*

**Valley Fair:** Shakopee, MN: <https://jobs.sixflags.com/job/shakopee/valleyfair-hiring-week/42509/90753670528>

- Ride Operations (16+)
- Food & Beverage
- (16+) Park Services
- Admissions & Guest
- Service Merchandise, Games Lifeguard,

**WORKFORCE DEVELOPMENT INC CENTERS**

[www.wdimn.org](http://www.wdimn.org)

Albert Lea	507-821-1010	2200 Riverland Drive
Austin	507.460-5020	1600 8 <sup>th</sup> Ave NW
Caledonia	507.724-5231	110 East Grove Street
Faribault	507.333-2088	201 Lyndale Street, Ste 1
Kasson	507.512.6205	504 S. Mantorville Ave S.
Owatonna	507.333.2088	1850 Austin Road, Ste 102
Rochester	507.292-5152	2070 College View Road East
Preston	507.765-2476	100 South Main Street
Red Wing	651-385-6402	1606 West 3 <sup>rd</sup> Street
Wabasha	651-565-2635	222 West Main Street

**Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider. This information is available in alternative formats for people with disabilities by calling 507.292.5152 or by using your preferred relay service.**

Finding the Good at Fortrex

**GOOD NEWS**



**NOW HIRING**

APPLY TODAY

JOBS.FORTREXSOLUTIONS.COM

**FORTREX**



**SCAN ME**

DID YOU HEAR THE GOOD NEWS!!

WE'RE HIRING IN FARIBAULT MN

FOOD SAFETY & SANITATION TEAM MEMBERS

\$21.00 PER HOUR

10PM - 6:30AM

\*\*EMPLOYEE RETENTION\*\*

\*\*SITE SUPERVISOR TRAINEE\*\*

COME JOIN AN AMAZING TEAM

#fortrex

#HIRINGNOW

BUENAS NOTICIAS!

ESTOY CONTRATANDO EN FARIBAULT, MN

MIEMBROS DEL EQUIPO DE SEGURIDAD E HIGIENE ALIMENTARIA

\$21.00 POR HORA

10 P. M. - 6:30 A. M.

\*\*RETENCIÓN DE EMPLEADOS\*\*

\*\*SUPERVISOR DE SITIO APRENDIZA\*\*

¡NETE A UN EQUIPO INCREÍBLE!

#FORTREX

#CONTRATANDOHORA



**Job Title:** Communities That Care (CTC) Grant Coordinator

**Reports To:** President, United Way of Steele County

**Position Type:** Full-Time, Salaried

**Start Date:** July 2026

**Location:** Steele County, MN

**Hours:** Flexible; dependent on community needs and engagement activities

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### **Position Summary:**

The Communities That Care (CTC) Grant Coordinator will lead the implementation of the CTC prevention system in Steele County, funded through the Minnesota Department of Health's Substance Use Prevention, Education, and Recovery (SUPER) Unit. This role is responsible for coordinating community-driven efforts to reduce youth substance use and promote mental well-being through evidence-based strategies and coalition-building.

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### **Key Responsibilities:**

#### **Program Implementation & Coordination**

- Lead the five-phase CTC model, including community readiness assessment, coalition development, data collection, action planning, and program implementation.
- Facilitate the formation and operation of the Community Board and Core Workgroup.
- Coordinate youth surveys and data analysis to inform prevention strategies.
- Develop and manage a comprehensive community action plan focused on reducing risk factors and enhancing protective factors.

#### **Community Engagement & Coalition Building**

- Build and maintain relationships with key community partners including schools, healthcare providers, law enforcement, local government, and community organizations.

- Organize and facilitate regular coalition meetings, training, and community forums.
- Promote youth engagement and leadership within the initiative.

### **Grant Management & Reporting**

- Ensure compliance with grant requirements, timelines, and deliverables.
- Track and report progress using measurable outcomes and evaluation tools.
- Prepare quarterly and annual reports for the Minnesota Department of Health and United Way leadership.
- Manage grant budget in collaboration with United Way finance team.

### **Communication & Outreach**

- Develop and distribute outreach materials to raise awareness of CTC initiatives in collaboration with UWSC staff.
- Represent United Way and the CTC program at community events and public meetings.
- Maintain regular communication with coalition members and community partners.

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### **Qualifications:**

- Bachelor's degree in Public Health, Social Work, Education, or related field (Master's preferred).
- Minimum 3 years of experience in community organizing, youth development, or public health programming.
- Strong facilitation, communication, and leadership skills.
- Experience with grant management and program evaluation.
- Ability to work flexible hours, including evenings and weekends as needed.
- Commitment to equity, inclusion, and youth empowerment.

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### **Preferred Skills:**

- Familiarity with the CTC model or other evidence-based prevention frameworks.
- Data analysis and reporting experience.



## **Teen Center Youth Support Specialist**

Location: Teen Center, 285 18th Street SE, Owatonna, MN 55060

Status: Full-Time or Part-Time

Pay: \$24.00 per hour

Schedule:

FT: Tuesday–Friday 2:30pm–9:00pm; Saturday 9:30am–8:00pm (30 minute lunch)

PT: Monday-Friday 4pm-8:00pm and Saturday 10:00am-2:00pm, 1:00-5:00pm, or 4pm-8pm

### **Position Summary**

The Teen Center Youth Support Specialist plays a key role in creating a safe, inclusive, and engaging environment for middle and high school youth. This position supports daily operations of the Teen Center, provides supervision and mentorship, assists with program and activity oversight, and ensures the facility is welcoming, well-maintained, and operating smoothly.

### **Youth Engagement & Mentorship**

- Build positive, trusting relationships with teens from diverse backgrounds.
- Provide mentorship, support, and guidance during daily drop-in hours.
- Model prosocial behavior and reinforce positive community norms.
- Engage youth in activities, conversations, and structured programs.

### **Supervision & Safety**

- Maintain a safe and orderly environment in all areas of the Teen Center.
- Monitor youth behavior and provide positive redirection when necessary.
- Follow all safety, emergency response, and incident reporting procedures.
- Ensure equipment, furniture, and activity spaces are used appropriately.

### **Program & Activity Oversight**

- Assist in implementing daily activities, workshops, and recreational programming.
- Support planning and supervision of off-site field trips and special events.
- Coordinate with Teen Center leadership and UPLIFT staff to ensure programs align with community goals.

### **Facility Oversight & Operations**

- Open and close the Teen Center during assigned shifts.
- Maintain a clean, organized environment including light cleaning, tidying, and restocking supplies.



- Report maintenance needs, safety concerns, or facility issues promptly.
- Help ensure the Teen Center is welcoming and inclusive for all youth.

### **Administrative Support**

- Track participation and assist with attendance collection as needed.
- Maintain confidentiality and follow Youth Protection and Data Privacy guidelines.
- Communicate effectively with Teen Center leadership, community partners, and families when appropriate.

### **Qualifications - Required**

- Must be 18 years of age or older.
- Experience working with youth (paid or volunteer).
- Strong communication, relationship-building, and conflict de-escalation skills.
- Ability to create a safe, supportive environment for teens.
- Dependable, consistent, and able to work required schedule.
- Ability to pass a background check.

### **Qualifications - Preferred**

- Experience in youth development, afterschool programming, recreation, or related fields.
- Familiarity with trauma-informed practices and/or restorative approaches.
- CPR/First Aid certification (or willingness to obtain).
- Valid driver's license for potential field trip support.

### **Work Environment & Physical Requirements**

- Active environment requiring movement, standing, interacting with youth, and assisting with activities.
- Light physical tasks including cleaning, organizing, and occasional lifting up to 25 lbs.

### **Benefits of Working With Us**

- Make a meaningful impact on local youth and families in Steele County.
- Supportive team culture through the United Way of Steele County and UPLIFT program.
- Opportunities for expanded hours and professional growth as the Teen Center grows.
- Training provided in youth development practices, safety, and program support.

### **How to Apply**

Please submit a résumé and brief letter of interest to United Way of Steele County.

Holden Farms Inc

# WE'RE HIRING

Seasonal/Part Time Positions  
Must be at least 16 years old



Scan The QR Code to Review and Apply

The sign features a background image of a farm with a tractor in a circular inset at the top right and piglets on a wooden boardwalk in a circular inset at the bottom left.

Holden Farms Inc

# ESTAMOS CONTRATANDO

Posiciones de Temporada/Medio Tiempo  
Debe tener al menos 16 años



Escanea el código QR para revisar y aplicar

The sign features a background image of a farm with a tractor in a circular inset at the top right and piglets on a wooden boardwalk in a circular inset at the bottom left.