

New Jobs (Last 10 Days)

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Thursday, May 25, 2017 Count **16**

Job ID	City	ZIP	Position	Wage	Type
BUSINESS/CLERICAL					
27283	San Diego	92113-	YEOP (Student Assistant)	\$10.50h	Off-Campus

Company Name: South Metro Region Career Centers

Total Hours Per Week: 15. Under the close supervision of a Manager and the direct guidance of the Youth Employment Opportunity Program (YEOP) Mentor, and after on-the-job training, Student Assistants will provide services to youth designated as at-risk. Student Assistants will: case manage clients through peer advising, refer clients to training, education providers, and supportive services, provide educational guidance and career awareness, provide employment preparation assistance and job referrals, conduct YEOP workshops and outreach, present YEOP services to the local community. Applicants must meet YEOP eligibility criteria, be attending school, and have a desire to help other youth achieve their educational goals. To apply: online.

27291	San Diego	92113-	Admin/Executive Assistant	\$14.50-	Off-Campus
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Company Name: Via International

Total Hours Per Week: 20-25. Via is currently looking to fill a permanent part-time position for an Administration & Finance/ Executive Assistant. This role is designed to support the organization with timely financial information that assists in management and business projections, in addition to aiding the Executive Director in day to day operations. The office is an active community site requiring many support functions to keep it running efficiently. The position requires support for the office, staff and community activities. This person is part of a small team where all team members carry multi-faceted positions. Required: Bilingual (Eng/Span). Min 1yr exp in financial management. Bookkeeping experience - essential to know Quickbooks. Degree in Business or Nonprofit Management or equivalent experience. Excellent computer skills, especially use of QuickBooks Pro for Non-Profits, knowledge of the Google environment & some web management and research skills. Attention to detail. Excellent writing skills. Good problem-solving skills and demonstrated judgment. Ability to resolve issues independently and with minimal supervision. Ability to handle multiple tasks simultaneously. Willing to learn & engage in the fields of integrated community development and volunteer service programs. Expected to be able to work with minimal supervision and possess excellent judgment and troubleshooting skills. Some expe in community development, volunteer service programming or similar area of international development a plus. Excellent interpersonal skills, able to relate well to community leaders, donors, academic and corporate representatives. Ability to work as part of a team. Exper working or living out of the United States a plus. Responsible to a half-time schedule. Good sense of humor. To apply: email your resume

Job ID	City	ZIP	Position	Wage	Type
27290	Chula Vista	91913-	Lunch and Supervision Aide	\$11.50h	Off-Campus

Company Name: Calvary Chapel Academy

PT 29hrs. Job Summary: 1.Assists in daily operations of recess and lunch food service. 2.Assists Food Service Mgr in ensuring food/lunches are available to students in a timely manner. 3.Assists in ensuring pantry is clean and in order. 4.Ensures all children are signed in and out of care by our caregiver or by the child's authorized guardian. 5.Responsible for maintaining and directing "safe play" in after school program. 6.Displays constant vigilance during care. 7.Ensures all strangers and visitors are identified and directed to the appropriate administrative office. 8.Acts as a first responder in the event of accident or injury during aftercare. Required Skills:Typically requires a High School diploma or GED. Ability to follow instructions. Basic communication skills. Ability to apply basic mathematical concepts such as adding and subtraction, division and multiplication to practical situations. Ability to define problems, collect data, establish facts & draw valid conclusions. CPR Certificate, First Aid Certificate, TB Certification Impacts the operational success of the function and/or site. Must understand food distribution (lunch and snacks) timelines in order to make various decisions Must understand proper food handling requirements. Must be able to understand and work warming oven. May work with various cleaning solvents requiring basic safety understanding. Constant communication w/students. May interact with internal and external parties.Models appropriate behavior in support of CCSD values. To apply: email your resume.

27276	San Diego	92107-	Communications Intern	11.50 hr	Off-Campus
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Company Name: Mixte Communications

Part-Time. Job Summary: Communications intern to help with media and public relations, tracking media and publicity opportunities, tracking monthly activities and metrics, researching national, regional and local media opportunities, researching and updating media lists, supporting development of internal communication structures. Should have taken related coursework and have some experience related to the field of communications, preferably within the area of San Diego's social justice communities. A good writer and independent worker with the ability to multitask, who is interested in pursuing a career in the field. Candidate to start in August or September, 2017 with at least a three to four month commitment. How to apply: Email Resume, cover letter, and references. EOE.

27280	Chula Vista	91911-	administrative assistant	\$10.50h	Off-Campus
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Company Name: RI-BER INDUSTRIAL, INC.

Total Hours Per Week: 20. Job Summary: post invoices, account recievables, answer phones, receive UPS boxes, check material and ship. Required SKills: Bilingual, good attitude, and computer skills. How to Apply: Email Resume.

COMPUTER

27295	Chula Vista	91911-	MS ACCESS	\$20hr	Off-Campus
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Company Name: CPW

Total Hours Per Week: 7. Temporary. Work Schedule: Tuesday. Job Summary: Work with the owner to import and export lists from Access database. Required Skills: Knowledge of Microsoft Excel, Microsoft Access. To apply: call for an appointment and/or email your resume.

CULINARY

Job ID	City	ZIP	Position	Wage	Type
27275	Chula Vista	91910-	Customer service representative Company Name: ARYA Cleaners	\$11-15h	Off-Campus

Total Hours Per Week: 20-35. Job Summary: Customer service rep will be responsible for greeting and serving customers with their dry cleaning service requests. You will be trained for order handling and inventory control systems. There will of course also be some payment and cash handling duties. This is NOT a temporary or short term position. Please do not apply if you are about to transfer or move away from the area in the near future Various locations throughout the community, including one right across the street from SWC. Please email your resume, or pickup an employment application at any of our nearby locations. Required Skills: Any customer service prior experience is helpful, but not always required. We profess the motto that education comes first, and thus will work around your school schedule in every way we can

CUSTOMER SVC

27293	Imperial Beach	92173-	Now Hiring Store Associates Company Name: Grocery Outlet		Off-Campus
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NOW HIRING STORE ASSOCIATES FOR NEW IMPERIAL BEACH STORE! Application Deadline is JUNE 1st, APPLICATIONS AVAILABLE AT SOUTH COUNTY CAREER CENTER and SEASIDE CANDY 150 Palm Ave IB 91932. Email completed application.

EDUCATION

27289	Chula Vista	91913-	4th Grade Assistant Teacher Company Name: Calvary Chapel Academy	\$11.25h	Off-Campus
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PT 29hrs. Under direction of the teacher, assists students in comprehending all curriculum & instruction within the guidelines of the school policy and biblical philosophy. Assists Teachers in the direction and training of any Volunteer assigned to their classroom, maintenance of student portfolios within assigned classroom (i.e., calendar due dates), AM and/or PM Aides with outside supervision before/after school. Serves and supports the Teacher in all duties related to teaching and other duties as assigned. Required: Typically requires a HS diploma. Demonstrates teaching skills, people and/or process skills. Demonstrates knowledge of the prescribed curriculum and complete grade level competencies, strong communication skills, proficiency using school technology. Ability to read/understand present the prescribed curriculum, school requirements & policies effectively, to respond to common inquires or complaints from parents, regulatory agencies or staff members. Ability to apply basic mathematical concepts such as adding & subtraction, multiplication & division, fractions, decimals and percent. Ability to define problems, collect data, establish facts and draw valid conclusions. Valid CPR AED and First Aid certification required. TB certification reqd. Impacts the long-term educational direction of the student. May recommend changes to policies which affect the school. May make basic decisions within the classroom. Presents, organizes and conveys problems or issues within department and external parties (i.e., parents, outside agencies) in support role. Regularly communicates capabilities to the Teacher and Principal. Models appropriate behavior in support of CCSD values.

HEALTH

Job ID	City	ZIP	Position	Wage	Type
27110	San Diego	92101-	Various Healthcare Jobs	11.50-1	Off-Campus

Company Name: Windward Life Care

We are currently Hiring Caregivers, CNA's & Nursing students to join our team! Hiring for 12 Hour Shifts/4-8 Hour Shifts Day & Evening in Mission Hills/Hillcrest/Central San Diego/College Area/La Mesa/EI Cajon/Santee/Point Loma/Rancho Santa Fe. Essential Duties: Bathing, Dressing, Toileting, Transferring, Assisting with walking, Light Housekeeping, Meal Preparation, Companionship, Errands & Appointments, Medication Reminders, Managing Dementia and Alzheimer's Related Behaviors Required Skills: One year of elder care giving experience or CNA Valid Drivers License & Current Auto Insurance Required Comfortable driving client in own reliable, fully insured vehicle Experience working with clients with Alzheimer's and Dementia Ability to lift, push or pull up to 40 lbs Ability to appropriately communicate in English, both written & spoken Ability to pass Home Care Services Bureau Live Scan background check and be free of TB-- we will assist you in this process! To apply: online or email your resume.

27286	San Diego	91901-	Registered Dental Assistant (RDA)		Off-Campus
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Company Name: Mountain Health & Community Services

F/T. Job Summary: Under the direction of the Dentist,site supervisor, performs duties such as: prepared the patient for treatment/ assist the dentist in performing their treatment to the patient in restorative dentistry/prepared materials, equipment for treatment, have them ready for the dentist's use/take X-rays and assist the dentist in laboratory work. May perform other duties like making appointments/answering the phone/ordering supplies and dental billing. Required skills: HS graduate (or GED) and proof of completing radiation safety course. Preferable Spanish speaking and 1yr experience as registered dental assistant. Certification as a Registered Dental Assistant required. Certificate for coronal polishing recommended. Demonstrate knowledge of dental health education subjects. How to apply: Email resume.

LABOR

27279	San Diego	92168-	Maintenance Technician	\$14-17h	Off-Campus
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Company Name: Logan Property Management

Full-time. Job Summary; Heavy cleaning on a daily basis. Ensure the community, building, grounds, apartments, and common areas are maintained in a safe and marketable condition. Complete work order requests in a timely fashion in coordination with priorities determined with the Community Manager. Communicate details of work orders, prioritize and complete maintenance in conjunction with the needs of the leasing efforts. Assess appropriate action for repair vs replace situations (including carpet, tile or vinyl, etc.), and proactively identify and address community needs and liabilities. Requirements: Maintenance experience, professional presentation, ability to prioritize, superior communication skills, problem-solving abilities. Preferred: General apartment maintenance experience, experience in plumbing, electrical, carpentry, painting, and familiarity with HVAC systems. Competitive salary plus benefits. All applicants must undergo a criminal, credit and drug screen. How to apply: email or fax your resume.

Job ID	City	ZIP	Position	Wage	Type
27284	San Diego	92121-	General Outdoor Laborer/Landscaper/Maintenance	BOE	Off-Campus

Company Name: SD Commercial, LLC

Full time (40 hours/week). Available 7am-6pm Mon-Fri. Otay Mesa area. Pay based on experience. Responsibilities: perform site maintenance functions (including but not limited to electrical work, plumbing work, fence installations, trenching, light pole installation, light indoor office work, drywall, etc), report repairs, concerns or maintenance issues to immediate supervisor, keep grounds free of trash and debris, represent our properties in a professional manner, assist other crew members when needed. Requirements: be able to adapt to changing tasks quickly throughout the day, flexible and work in fast paced environment, experience with operating construction equipment (preferred), valid California driver license, car insurance, and reliable transportation, able to lift at least 40 lbs. Upon hire, pass a physical and drug test. How to apply: Email Resume.

SALES

27292	Chula Vista	91910-	Sales Advocate	\$10.50h	Off-Campus
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Company Name: Cricket Wireless

Part time or Full time. Cricket phones and service sales; Exceptional customer service; Opening and closing stores; Making sure store is clean and presentable; Inventory control; inviting people into the store; follow up on potential customers; outside marketing. Required Skills: Sales, POS experience; communication skills, bilingual in English and Spanish helpful but not necessary; self driven and highly motivated; able to achieve given goals; punctuality. To apply: call for an appointment, apply in person, apply online or email your resume.

SECURITY

27294	San Diego	92108-	SECURITY OFFICER	\$12.50h	Off-Campus
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Company Name: United Security Services, Inc.

Security Officer - On Call. Job Description: Provide security for hotel special events throughout San Diego's luxury hotels. Perform a variety of security checks, access control, roving patrols, and other post orders directed by the hotel. Ability to communicate effectively with hotel guests while providing excellent customer service. On call/part time positions potentially leading to full time positions. We offer competitive pay and benefits, including: Career Advancement. Holiday Pay on select holidays. We are proud to be an EEO/AA employer M/F/D/V. Required Skills: Job Requirements: CA BSIS (Bureau of Security and Investigative Services) Guard Card. HS Diploma or equivalent. Ability to stand or walk up to 8 hours per shift. Must be able to pass a background check. Previous security, military, or law enforcement experience a plus. To apply: email your resume.

SOCIAL SVC

Job ID	City	ZIP	Position	Wage	Type
27036	San Diego	92123-	Behavior Interventionist	\$16hr	Off-Campus

Company Name: Easterseals Southern California

Total Hours Per Week: 10-20. Brief Summary of Duties: Learn to implement a scientific and data based approach to behavior modification (Applied Behavior Analysis). Work 1:1 providing services to children with autism and building social skills. Paid training. BCBA Supervision. Eligible for Student Loan Forgiveness programs (We are a non-profit organization). Flexible schedules (Student friendly). Gain valuable experience toward a career in this or other similar fields Required Skills: Currently enrolled in an accredited college or university with preference to programs related to early childhood education, psychology, nursing or related field, plus 2yrs related experience with children with autism spectrum disorders and/or other related developmental disabilities. Familiar with and/or willing to learn and implement the approaches to intervention based on the science of Applied Behavior Analysis. Must relate well to children and their families. Ability to work part-time, flexible hours including one weekend day. Valid CPR certification and the ability to pass background/fingerprint clearance, health screenings and provide/obtain immunizations. Some travel in assigned areas is required. Reliable transportation, proof of valid California driver's license, safe driving record, proper auto insurance and vehicle registration. To apply: email your resume.