

## AUGUST 15, 2022 – AUGUST 19, 2022

### HIGHLIGHTS

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email [katrina.james-pellam@ucc.edu](mailto:katrina.james-pellam@ucc.edu). Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

### UNION COUNTY AMERICAN JOB CENTER

Job seekers in Union County can use the new “Union County Works” website at [ucajc.org](http://ucajc.org) to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

### UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • Couponing • Health Wellness • Dress for Success • Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and

Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at 908-659-5114 or, via email at [cewd-recruiting@ucc.edu](mailto:cewd-recruiting@ucc.edu).

## **HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.**

In addition to job boards **Indeed, LinkedIn and Zip recruiter**, add these to your job search toolbox:  
**Facebook Job Search Groups:**

Northern NJ Jobs: <https://www.facebook.com/groups/432657580269807>

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

New Jersey Department of Labor Resources: <https://careerconnections.nj.gov/>

State of New Jersey COVID-19 Jobs and Hiring Portal:

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:

<https://covid19.nj.gov/forms/tracer>

National Labor Exchange NLx: <https://usnlx.com/>

**State of New Jersey Department of Labor and Workforce Development Job Fair Information:**

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

**Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs:**

<https://job-hunt.org/coronavirus/covid19-top-employers.shtml>

## **STAFFING AGENCIES:**

### **ALL STAFFING WAREHOUSING**

**Order Picker**-Waldwick, NJ: Schedule Monday to Friday 7:00am to 3:30pm. Must know order picking and must submit resume. \$15.50/HR.

**Electronic Assembler, Stockroom Clerk, CNC Operator, Material & Production** -Flemington, NJ: 4 Days at 10 hours. Monday to Thursday or Tuesday to Friday 7:30am to 6:00pm. \$18/HR Could be more with experience. \$21/HR for Stockroom Clerk and Electronic Assembler. Must have mechanical experience. Electrical experience a plus. Must be willing to work for over a year.

**Picker Packer**– Sayreville, NJ: Shift Monday-Friday 8:00am, to 5:00pm. 1 Hour unpaid lunch break. Must be able to lift 70lbs. \$16/HR.

**General Labor** -Edison, NJ : Monday to Friday 7:00am to 3:30pm or 9:00am to 5:30pm. \$16/HR. Must be able to lift 100lbs with a hand truck consistently.

**Order Picker & Reach Truck Operators** – Perth Amboy, NJ: Schedule Reach Operator: Saturday 8:30am to 5:00pm. Sunday 8:30am to 7:00pm. Order picker: Sunday 8:30am to 7:00pm. Must know the Order Picker and Reach Truck machines. Must be able to pick orders. \$18/HR.

**Lumpers/Truck Unloader** – Edison, Carteret, Cranbury. Start time 7am or 8am. Paid per load, average \$500 - \$1000 per week. Must be able to lift heavy items consistently. Must have truck unloading experience. Must know how to palletize and shrink wrap.

**Please check out our website at:** <https://www.facebook.com/pages/category/Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or email [Sulia.m@aswlogistics.net](mailto:Sulia.m@aswlogistics.net). Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2<sup>nd</sup> Floor, Highland Park, NJ 08904.

**COUNCIL FOR AIRPORT OPPORTUNITY** - Various Job Opportunities available:

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry, electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** [www.caonynj.com](http://www.caonynj.com) or email resume to [career@caony.com](mailto:career@caony.com).

#### **LINDEN FIRST EMPLOYMENT & TRAINING CENTER**

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at [cic-nj.org/cicevents](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [LindenFirstNJ@gmail.com](mailto:LindenFirstNJ@gmail.com). This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

**ROSELLE FIRST WORKFORCE CENTER:** Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at [cic-nj.org/cicevents](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [RoselleFirstJobs@gmail.com](mailto:RoselleFirstJobs@gmail.com). This is a free service for Roselle residents. No sessions on City Holidays.



### **Family Resource Network, East Windsor, NJ: Hybrid Development Coordinator**

**RESPONSIBILITIES:** Work directly with the development team to manage project workflow and oversee the day-to-day milestones for projects. Assist in accomplishing fundraising goals and provide tactical and administrative support to achieve and surpass these goals. Track and manage reports on current and potential donors, providing regular updates on fundraising status across various campaigns. Assist with marketing to promote agency events and fundraising via print, email and social media channels. Work closely with the communications team to establish communication plans for fundraising and marketing events and programs. Research and identify prospective new donors and their interests. Coordinate logistics of fundraising events and activities as directed. Work directly with internal agency partners to collect impact data, stories, quotes/testimonials for future marketing and annual report. Provide general administrative support for the development team. Update and maintain the Development database, including timely and accurate data entry. Independently draft original, compelling, and professional donor correspondence, to include thank-you letters and acknowledgements, adhering to fundraising best practices. Support the SVP of Development in the preparation of proposals and materials for major donors and grant submissions. Support the Director of Special Events by helping to complete events contracts and requests, submitting online sponsorship requests, and fielding calls about the upcoming events. Be an enthusiastic ambassador for the agency with our community and corporate partners and expand our network through new connections and professional partnerships. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** College Degree or equivalent job experience. Experience in non-profit fundraising, event management and/or public relations required (1 - 3 years). Must have excellent written, oral and organizational skills. Proficiency in Microsoft Office Suite, Blackbaud's Raiser's Edge and Luminare Online required. Publisher and Adobe Illustrator experience a plus. **Salary:** 40 to 45K annually. **Benefits:** Included. **Apply to:**

<https://www.familyresourcenetwork.org/job-opportunities/>

### **County of Union, Elizabeth, NJ: TWO OPENINGS Client Service Specialist**

Seeking eligible candidate to work a part-time (20 hours a week), day-time position for 16 weeks. Under direction, develops & implements program for County residents with local organizations. Reports program performance. Provides service linkages. Program planning, performance analysis and budgeting for specific grant; does related work as required within the unit/division. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Extremely organized, detail-oriented, time management, and patient. Knowledge of working with Excel: creating templates, spreadsheets, and creating/ modifying formulas. Knowledge and understanding of Disability Awareness. High School Diploma or GED equivalent required. Some college preferred. Bilingual preferred. **Salary:** \$15.00 P/HR. **Apply to:** [opdsn@ucnj.org](mailto:opdsn@ucnj.org).

**Lands' End, Boundbrook, NJ: FIVE OPENINGS Part Time Sales Associate**

**Responsibilities:** Drive sales by utilizing approved consultative selling practices to identify customer needs and provide appropriate solutions; this can include suggesting outfitting options and related items to generate multiple unit sales, providing fitting room assistance and participating in customer outreach activities. Provides highest degree of customer service; including courteously, conversationally greeting customers, adjusting individual customer attention based on store traffic, suggesting solutions based on customer interest and needs. Maintains knowledge of Lands' End website navigation and leverages this option for customer solutions when the product is not available in the store. Processes customer transactions efficiently using the POS and online systems include sales, returns, exchanges, etc. in accordance to authorized procedure. Maintains knowledge of Lands' End products and services, along with current fashion trends to enhance level of customer service and generate sales. Performs markdown and other promotional activities as needed. Responsible for stock replenishment and adhering to visual brand standards. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Excellent selling skills. Ability to communicate effectively with customers and fellow employees. Ability to receive feedback and take action when appropriate. Ability to follow written and verbal instruction and meet deadlines on projects/tasks. Flexibility and adaptable to change. Knowledge of Lands' End merchandise is strongly preferred. Availability and flexibility to work varied hours to support the needs of the business. Ability to stand for long periods of time. Ability to lift boxes up to 40 lbs. **Salary:** \$13.00 to \$13.50. **Apply to:** [landsend.com/careers](https://landsend.com/careers).

**Pomptonian Food Service:**

**Servers (Summit High School Cafeteria, Summit, NJ)**

**Server, Cook, Cashier: (Columbia Middle School, Berkeley Heights, NJ)**

**Responsibilities:** Working in a school cafeteria assisting with packaging and displaying food as well as serving to students and administrators. No experience necessary. Willing to train. **Salary:** \$15.00 P/HR. **Apply to:** <https://www.pomptonian.com/careers/>

**Union County Educational Services Commission, Westfield, NJ: Paraprofessional**

**Responsibilities:** Assist teachers in the implementation of instruction across all domains including but not limited to academics, vocational readiness, recreational programs, and therapeutic sessions. Assist students with Activities of Daily Living including feeding, toileting, diaper changing, personal care, and dressing. Assist teachers in the implementation of behavior modification strategies and interventions which may involve the provision of physical prompting and redirection to students. Assist students during community-based instruction trips off school grounds. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High School diploma required. Earned 60+ college credits from an accredited college or university preferred. Experience working with students with disabilities, preferably in an educational setting. NJ Department of Education Substitute Teacher certification preferred. **Salary:** TBD **Benefits:** Comprehensive Individual Medical & Dental Benefits NJ Pension System Eligibility (PERS) Paid sick, personal, and family illness days. **Apply to:** <https://www.applitrack.com/ucesc/onlineapp/>

### **Our House Inc., Westfield, NJ: Paraprofessionals**

Our House Inc is seeking motivated, dynamic individuals to join our team. We work with adults with developmental disabilities in our day programs and group homes. We are seeking individuals who are interested in helping our clients lead fun, fulfilling, and amazing lives. **Responsibilities:** Teaching life skills, Community activities, Recreational activities. Taking clients to medical appointments and more. Candidates must have a valid driver's license and a high school diploma (or equivalent). **Salary: \$16.50/HR. Benefits:** Medical, dental, vision, generous PTO, life insurance, supplemental benefits, education assistance, Verizon discount, perks program. **Apply to:** [hrdepartment@ourhousenj.org](mailto:hrdepartment@ourhousenj.org)

### **Union County Economic Development Corporation(UCEDC), Cranford, NJ: Jr. Accountant**

**RESPONSIBILITIES:** Record accounts payable transactions on an ongoing basis. Process payable invoices for payment. Scan and file documents for electronic record keeping. Manage monthly ACH payments from loan clients and enter in GMS & Financial Edge(BlackBaud). Prepare monthly loan status reports. Prepare monthly loan portfolio spreadsheets. Prepare quarterly loan receivable aging reports for CFO. Review and analyze tax returns of loan clients and prepare a summary memo to client files. Enter loan payments to the SBA. Record monthly investment activities. Process and pay electronic monthly expense reports. . **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Proficient in Microsoft Excel. Working knowledge of Microsoft Word. Data Entry. Strong written communication skills. **Requirements:** 1-2 years of accounting experience. Bachelor's degree in accounting. **Salary:** DOE **Benefits:** Vacation, Sick, Personal days. Medical Insurance, company pays for a percentage of coverage. **Apply to:** Gregory Fabijanczuk CPA at [gfabijanczuk@ucedc.com](mailto:gfabijanczuk@ucedc.com).

**Apply to:** [admin@apc401k.com](mailto:admin@apc401k.com)

### **Union County Rape Crisis Center, Westfield, NJ:**

#### **Volunteer Coordinator/Trainer**

**Responsibilities:** Recruit, train, support, and help supervise a cohort of professional and volunteer Confidential Sexual Violence Advocates (CSVAs). Identify and facilitate efforts to aid in volunteer recruitment, recognition, and retention. Schedule and act as main facilitator of 40+ Hour Confidential Sexual Violence Advocate training, as directed by Administrator. Assist with and/or initiate the coordination and facilitation of monthly CSVA meetings. Provide ongoing training and technical assistance to paid and volunteer CSVAs. Assist with the oversight of online volunteer scheduling for hotline shifts. Update and maintain all volunteer onboarding paperwork. Via the hotline, provide crisis intervention, emotional support, information and/or referrals; provide on-call coverage for the hotline and virtual and/or in-person accompaniments. Serve as after-hours consultant to CSVAs regarding hotline calls or accompaniments. Adhere to agency policies and work rules, including confidentiality and code of ethics. Participate in agency staff meetings and other team meetings, as required. Attend statewide and community-based meetings and task forces, as required. Effectively engage with allied stakeholders to increase capacity to prevent and respond to sexual violence. Other duties as assigned. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Knowledge of sexual violence and a comprehensive understanding of its impact. Knowledge of the anti-sexual violence and oppression frameworks/movements. Experience managing volunteers and respective scheduling. Experience

facilitating training and meetings/working groups. Excellent interpersonal and communication skills. Able to set priorities in a shifting environment. Critical and strategic thinking. Strong analytical and persuasive writing skills. A high level of organization. Ability to assess priorities and to multi-task. Ability to work independently as well as with a team. Skills in process facilitation, data management, and program design. Demonstrates maturity and professionalism; ability to handle sensitive and confidential situations with discretion. Valid New Jersey Driver's License. **EDUCATION/EXPERIENCE:** Graduation from an accredited college or university with a Bachelor's and/or Master's degree in Social Sciences; Master's degree preferred. **COMPUTER SKILLS:** Competence is needed in Microsoft Word, Outlook, PowerPoint and applications such as Zoom. **Salary:** \$45,900. **Benefits:** Included. **Apply to:** [tadelman@ucnj.org](mailto:tadelman@ucnj.org)

### **Bilingual Counselor/Outreach Coordinator**

**Responsibilities:** Conducts intakes, performs clinical assessments, and develops and maintains clinical treatment plans, case records, as well as relevant correspondence when working with other disciplines. Provides face to face short term counseling for primary and secondary survivors of sexual trauma on an individual and/or group basis in both English and Spanish (preferably). Consults with other disciplines and provides institutional advocacy with law enforcement, social services, and healthcare systems to ensure comprehensive and coordinated service delivery. Makes referrals to therapeutic, legal, medical, educational, and other social services, as necessary. Provides crisis intervention in person and/or via a 24-hour telephone hotline to survivors of sexual violence. Ensures that survivors are informed regarding all procedures, options, and resources including rape care services, medical attention, and the reporting/criminal justice process. Accompanies victims through medical and legal proceedings, as requested. Serves as Consultant to Confidential Sexual Violence Advocates (CSVAs) at the Union County Rape Crisis Center regarding hotline calls or accompaniments. **EXAMPLES OF WORK (OUTREACH COORDINATOR):** With bilingual staff, helps redevelop the UCRCC's LEP (Limited English Proficient) program. Acts as a coordinator between community groups in developing and/or expanding the Union County Rape Crisis Center's community outreach program. Helps evaluate Memorandums of Understanding (MOUs) contracted with target sites to ensure adherence to outlined mutually agreed upon stipulations. Conducts training at target implementation sites. **REQUIRED CREDENTIALS:** Master's Degree in Counseling or Social Work from an accredited college. One year of counseling experience, minimum. Knowledge/experience working with victims of sexual violence. Professional Counseling License from the State of New Jersey (LAC, LPC, LSW, LCSW) Completion of state mandated Confidential Sexual Violence Advocate (CSVA) training with the Union County Rape Crisis Center. Bilingual, Spanish speaking (fluent); able to read/write in Spanish also. . **Salary:** \$48,000-\$58,000

### **Union County College,(Center for Economic & Workforce Development) Elizabeth, NJ:**

#### **Part-time Program Coordinator – Grant Funded**

Assume the responsibility for the realization of the goals of educational/training program awarded to CEWD. In conjunction with appropriate Center staff, recruit staff, schedule, organize, coordinate and evaluate the overall activities of the assigned programs. Assist with the development of

educational/training programs, orient instructors and staff, schedule ongoing professional development activities. Monitor student participation and progress. Provide funders with appropriate information and reports. **Preferred Experience:** Minimum requirement of 3 years' management experience with local, state or federal programs. Proposal writing experience is required. Familiarity with occupational education needs and goals helpful. Competencies and Skills Required Interpersonal, organization and communication skills required. Proficiency with MS office products including Excel and Access and web page development and maintenance. Analytical and problem-solving skills. Excellent customer service, oral and written communication skills, including ability to communicate effectively with a diverse external community and a diverse campus community. Valid driver's license and access to an automobile. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to student service and a diverse population. Ability to multi-task in a busy environment. Ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel to other campuses, CEWD satellites and/or other satellites assigned as needed. **Education Requirements:** Bachelor's degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7484>



## SUMMER 2022 OFFERINGS

# Are you Unemployed or need help updating your job skills and compete in today's market?



Earn an industry-valued credential for in-demand jobs through a partnership between Union County College, the Union County Workforce Development Board, and the Union County American Job Center. Learn how you can qualify for On-the-Job Training (OJT) designed to assist eligible New Jersey jobseekers obtain training that leads to employment.

### ACCOUNTING TECHNICIAN:

- Microsoft Office Specialist Excel Certification, Certiport
- Intuit QuickBooks Certification, Certiport

### FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT:

SCPRO FUNDAMENTALS (CSCMP) CERTIFICATES IN:

- Supply Chain Management Principles
- Inventory Management
- Transportation Operations
- Customer Service Operations

### PATIENT CARE TECHNICIAN:

- National Certified EKG Technician (CET), NHA
- National Certified Phlebotomy Technician (CPCT), NHA
- National Certified Patient Care Technician (CPCT), NHA

### ON THE JOB TRAINING:

- Agreement between an Employer and Union County College to hire, train, and retain a job seeker upon successful completion of the training program.

*Grants are available under the Workforce Investment Opportunity Act (WIOA) for job related training and in-labor demand occupations.*



**Transforming  
Our Community...  
One Student  
at a Time**

## Attend a Virtual Information Session hosted by Union County College

Second and Fourth Tuesdays at 11:00 am

You must pre-register to attend these online/virtual events at:

<https://tinyurl.com/UCC2022>

To get started or for more information contact us  
at 908-965-2992 or [cwd-recruiting@ucc.edu](mailto:cwd-recruiting@ucc.edu)



**UNION COUNTY**  
*We're Connected to You!*



Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

# JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS  
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

## END OF LISTINGS

Please: Print only what you need. ♻️ Recycle what you print.

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Jobseekers join the Job Connections Mailing List: <http://bit.ly/JobConnectionSignUp>

Employers join our Mailing List: <http://bit.ly/JobConnectionEmployers>

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

<https://form.jotform.com/IBlatUCC/job-submissions>

The Job Connection is updated on the first business day of each week on the UCC website at

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at [www.ucnj.org](http://www.ucnj.org).

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**UNION COUNTY COLLEGE** *Transforming Our Community... One Student at a Time*



**UNION COUNTY**  
*We're Connected to You!*



A Service of the Union County  
Board of County Commissioners

