



NEW YORK STATE SENATOR

Andrea Stewart-Cousins

## 35th District Job Bulletin - September 2016

ANDREA STEWART-COUSINS September 12, 2016

| ISSUE: **JOBS & EMPLOYMENT**

Hello Friends!

Please circulate this job bulletin among your friends, family, and neighbors searching for a job in Westchester County. Together we can help our communities prosper and grow.

If you need access to additional resources or would like to submit your resume to the Department of Labor's job bank, please call my office at 914-423-4031.

---

### **Table of Contents:**

1. The City of Yonkers is hiring!
2. Process Servers (Action Subpoena Inc.)
3. Graduation Coaches (Yonkers Partners In Education)
4. Bookkeeper (Action Subpoena Inc.)
5. Clerical/Administrative Assistant (Action Subpoena Inc.)
6. Region Training and Technology Director (Sears)
7. Loss Prevention Associate (Sears)

8. Store Associate (Vera Bradley)
9. Senior Project Control Tech (TRS Staffing)
10. Associate Analyst, Brand Marketing – Retail (PepsiCo Corp)
11. Other Resources

---

### **1. The City of Yonkers is Hiring!**

The Civil Service Department has posted exam announcements for the positions of recreation supervisor, recreation leader, director of recreation, mailroom clerk, director of business analysis, senior development project manager, and grants specialist.

To sign up for one of these exams, please follow this link:

<http://www.yonkersny.gov/government/departments/human-resources-administration/civil-service-administration/jobs-civil-service-exams/-selcat-12>

---

### **2. Graduation Coaches**

Yonkers Partners in Education (YPIE) is looking for dedicated mentors interested in becoming Graduation Coaches for their new cohort of YPIE Scholars. YPIE Scholars are paired with an adult Graduation Coach to provide mentoring beginning in 9th grade and following students through to high school graduation. Coaches meet with their Scholars twice per month and are provided with a curriculum and training to guide their meetings. The curriculum includes activities focused on character building and self-advocacy, executive function skills, self-awareness and strengths-building, career exposure, and high school planning.

Here are the highlights of the commitment:

- Coaches commit to mentoring their Scholars for four years (grades 9-12)
- Typically, each Coach takes on 2 Scholars
- Coaches meet with their Scholars every other week for 40 mins (approximately 10-16 meetings per school year) during the Scholars' lunch periods at their high schools
- The day of the week is consistent and is scheduled around the coach's availability
- Sessions will begin in January 2017

Graduation Coach Training will commence on Wednesday, November 16. To learn more about the program, attend an information session at the Yonkers Riverfront Library on September 13 at 12:00 PM (Tuesday), September 29 at 5:00 PM (Thursday), or October 19 at 9:00 AM (Wednesday). [RSVP here](#).

If you cannot make a session, please indicate that you would like to schedule an additional meeting via the link above.

---

### **3. Process Servers (Action Subpoena Inc.)**

- Requirements: At least 18 years of age with no criminal record, a clean driving record and a reliable gas-friendly car and smart phone
- Job Description: Process Servers will serve process in different territories of Westchester, Putnam, and Rockland counties. Candidates must be friendly, honest, and enjoy driving. Bilingual skills are a plus.
- Location: Yonkers

- Hours Per Week: 15, Monday/Wednesday/Thursday/Friday
- Apply: Fax (Gail Kagan, 888-475-9578) or email (asi4jobs@gmail.com)

---

#### **4. Bookkeeper (Action Subpoena Inc.)**

- Requirements: 1 year of experience in bookkeeping or office work; experience with Quick Books, Microsoft Word, reconciliation, and accounts receivable/accounts payable
- Job Description: A bookkeeper will use proprietary software to keep track of our receivables which is simple to learn and we will train on that software. Applicants must have excellent professional phone etiquette and strong verbal and written communication skills.
- Location: Yonkers
- Hours Per Week: 8-15, flexible (Monday, Wednesday, Thursday, Friday)
- Apply: Fax (Gail Kagan, 888-475-9578) or email (asi4jobs@gmail.com)

---

#### **5. Clerical/Administrative Assistant (Action Subpoena Inc.)**

- Requirements: Knowledge of the Internet, email, and use of a fax scanner
- Job Description: Work includes answering phone calls, speaking with clients, data entry, drafting posts, dealing with email, and other legal and filing and administrative jobs. This is ideal for law school students and those interested in paralegal work.
- Location: Yonkers
- Hours Per Week: 12-15+, flexible (Monday, Wednesday, Thursday, Friday)
- Apply: Fax (Gail Kagan, 888-475-9578) or email (asi4jobs@gmail.com)

---

## **6. Region Training and Technology Director (Sears)**

- Requirements: Five years of experience in training, education, or related field; bachelor's degree in training, education, or related field; motivational and multi-tasking skills
- Job Description: You will partner with the Region Vice President (RVP) and Region HR Director (RHRD) to plan training delivery and support for the region based on identified needs and initiatives; review Shop Your Way/Integrated Retail/Retail Excellence Scorecard/Location Balanced Scorecard and relevant reporting regularly to identify performance opportunities that can be subject for additional training to improve behaviors, and partners with RVP, RHRD and relevant Retail Services teams to plan next steps; assist in launch of new integrated retail initiatives; monitor new initiative metrics and feedback; reinforce training and observe store utilization to ensure adoption is consistent within the region to further correct associate behaviors; ensure effective training delivery; and evaluate and improve training effectiveness.
- Location: Yonkers
- Hours Per Week: 35 (work days vary)
- Apply: [http://www.americasjobexchange.com/job-detail?jobId=576028101&r=0&source=jobdist&osc\\_state=NY&erId=1784](http://www.americasjobexchange.com/job-detail?jobId=576028101&r=0&source=jobdist&osc_state=NY&erId=1784)

---

## **7. Loss Prevention Associate (Sears)**

- Requirements: 2 years of experience in loss prevention, security, or similar field
- Job Description: Loss prevention associates are responsible for protecting company assets through activities in safety, inventory recovery and internal/external theft. Some

essential duties include including assisting with reduction of loss of inventory, time, and assets, as well as monitors surveillance equipment and apprehends shoplifting suspects.

- Location: Yonkers
- Hours Per Week: 35 (work days vary)
- Apply: [http://www.americasjobexchange.com/job-detail?jobId=576091007&r=0&source=jobdist&osc\\_state=NY&erId=1784](http://www.americasjobexchange.com/job-detail?jobId=576091007&r=0&source=jobdist&osc_state=NY&erId=1784)

---

#### **8. Store Associate (Vera Bradley)**

- Requirements: 1 year of experience in retail, customer service, or similar field
- Job Description: Support and maintain the integrity of the Vera Bradley experience through exceptional customer service, upholding store image standards, maximizing sales and assisting in store operational needs.
- Location: Yonkers
- Hours Per Week: 29 (work days vary)
- Apply: In person to the Lead at the store on 43 Cole Street, Ridge Hill or online at <http://www.ridgehill.com/stores/vera-bradley>

---

#### **9. Sr. Project Control Tech (TRS Staffing)**

- Requirements: 2-3 years of related experience; associate's degree
- Job Description: Gather and compile data essential to formation and management of MURKS (Daily Work Reports for T&M Work); log data and produce all requisite reports and summaries necessary for proper reimbursement of work performed; use Excel to

manipulate data into usable information for reporting purposes; other duties as assigned.

- Location: 555 White Plains Road, Tarrytown
- Hours Per Week: 40
- Apply: Email [Melissa.Gould@trsstaffing.com](mailto:Melissa.Gould@trsstaffing.com)

---

#### **10. Associate Analyst, Brand Marketing – Retail (PepsiCo Corp)**

- Requirements: 2-3 years of related experience; associate's degree
- Job Description: Gather and compile data essential to formation and management of MURKS (Daily Work Reports for T&M Work); log data and produce all requisite reports and summaries necessary for proper reimbursement of work performed; use Excel to manipulate data into usable information for reporting purposes; other duties as assigned.
- Location: 555 White Plains Road, Tarrytown
- Hours Per Week: 40
- Apply: Email [Melissa.Gould@trsstaffing.com](mailto:Melissa.Gould@trsstaffing.com)

---

#### **11. Other Resources**

- New York State Job Bank: <http://newyork.us.jobs/>
- State Jobs NY: <https://www.statejobsny.com/public/index.cfm>
- Department of Labor (NYS): <https://labor.ny.gov/careerservices/CareerServicesIndex.shtm>
- Idealist (nonprofit jobs): <http://www.idealists.org/>
- Department of Civil Service (NYS): <https://www.cs.ny.gov/jobseeker/>

- Civil Service Jobs (Westchester County): <http://humanresources.westchestergov.com/job-seekers>