



NEW YORK STATE SENATOR

Gustavo Rivera

## State Senator Gustavo Rivera's Employment Bulletin

GUSTAVO RIVERA November 22, 2016

| ISSUE: **EMPLOYMENT BULLETIN**

### **State Senator Gustavo Rivera's Employment Bulletin**

What can State Senator Gustavo Rivera's office do for you? You can call our office at 718-933-2034 to request the Employment Bulletins full of the latest open positions, to send us your resume so that we can give it to the NYS Department of Labor or for general employment assistance, such as resume workshops or career training opportunities.

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## **1. United Cerebral Palsy of NYC Job Fair on November 29!**

November 29, 2016 10AM - 12PM & 2PM – 5PM

Open House for Immediate On-Site Interviews

80 Maiden Lane, 2nd Floor, New York, NY 10038

### **Benefits:**

Flexible Schedules

Paid Time Off (up to 4 weeks vacation)

Paid Retirement Plan (minimum of 5% of annual base salary)

Paid Life Insurance (1.5 times annual salary)

Medical and Dental Insurance

Paid Training

Pre-Tax Commuter Benefit and Parking Plan

Tuition Reimbursement

Employee Referral Program

Direct Support Professionals needed!

Requirements:

High School Diploma or GED

Valid New York State Driver's License

Six months of related experience (preferred)

Commitment to supporting our mission

Certified Teacher Assistants needed!

Requirements:

High School Diploma or GED

Six months of related experience (preferred)

Teacher Assistant Certification required as a Level I, II or III

Successfully passed the NY State Teacher Certification Exam-ATAS

Apply Today! [ucpnyc.org/careers](http://ucpnyc.org/careers)

For more information, please call 212-683-6700 x1602 or e-mail [careers@ucpnyc.org](mailto:careers@ucpnyc.org). To apply, visit [www.ucpnyc.org/careers](http://www.ucpnyc.org/careers).

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **2. M/WBE Open House on December 8!**

When: Thursday, December 8, 2016 4:00-7:00PM

Where: Lehman College, Music Building, enter at Gate 7

250 Bedford Park Blvd West, Bronx, NY 10468

RSVP: [bxmwbeopenhouse.eventbrite.com](https://bxmwbeopenhouse.eventbrite.com)

More info: [nyc.gov/getcertified](https://nyc.gov/getcertified)

Learn how the City will issue \$16 billion in contracts to Minority & Women-Owned Businesses

Network with other businesses

Speak directly with City Hall and NYC agency representatives

Learn about the City's M/WBE program, upcoming buds and other opportunities for contractors and vendors

### **3. Bronx Community Board 5 is seeking a District Manager, Deadline November 23!**

Bronx Community Board 5 is seeking a qualified individual to fill the position of District Manager. The ideal candidate will possess a comprehensive knowledge of the operations of New York City Government and must be familiar with the dynamics of the communities that are within the Board. She/he must be a New York City resident, if employed by New York City for less than 2 years. Salary for this position will be commensurate with qualifications and experience. Serving these neighborhoods: Fordham, Morris Heights, Mount Hope, University Heights.

Mail your cover letter and resume to

Bronx Community Board 5 Search Committee

PO Box 1448, Bronx, NY 10453

Postmark no later than Wednesday, November 23, 2016!

The City of New York and Bronx Community Board 5 are Equal Opportunity Employers

For additional information about Qualification Requirements, Essential Skills, or a copy of the announcement flyer, please email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

#### **4. Murphy Institute, SPS, of the City University of New York is Hiring! Deadline November 25**

Position Vacancy: Academic Program Manager, Urban Studies (CUNY Title: Higher Education Associate)

The Joseph S. Murphy Institute, part of CUNY's School of Professional Studies, was established in collaboration with NYC labor unions to serve the educational, policy and research needs of workers and the organizations that advocate on their behalf. The Institute: 1) offers undergraduate and graduate degree and certificate programs in Urban Studies, Labor Studies, Public Policy and Administration, Healthcare Policy and Administration, and Labor Relations; 2) partners with labor unions and employers to address training and educational needs of union members; 3) provides research and service to the labor movement and broader community.

Position Details: Reporting to the Associate Director for Worker Education, the Academic Program Manager for Urban Studies will manage all administrative aspects of the Institute's Urban Studies program. In overseeing the program, he/she will work in collaboration with the faculty to ensure administrative adherence to academic policies and procedures.

Qualifications: Bachelor's Degree and six years' relevant experience required.

Compensation and Benefits: Salary range is \$60,487 to \$96,185, commensurate with education and experience. CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development.

How to Apply: Visit [www.cuny.edu](http://www.cuny.edu) and access the employment page. Log in or create a new user account and search for this vacancy, using the Job ID or Title. Select "Apply Now" and provide the requested information. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information).

CUNY Search Category: CUNY Job Posting: Managerial/Professional

Job ID: 15700

Quick Link to Posting: <http://bit.ly/2eKOTKO>

Closing Date: November 25, 2016

Job Title: Academic Program Manager, Urban Studies

CUNY Title: Higher Education Associate

Location: Murphy Institute/School of Professional Studies

Full-time/part time: Full-time (FLSA: exempt)

Regular/temporary: Regular

**5. Solitary Confinement Campaign Organizer Position, Deadline November 28!**



The Campaign for Alternatives to Isolated Confinement (CAIC) and the National Religious Campaign Against Torture (NRCAT) seek a Campaign Organizer to further CAIC's efforts to end the torture of solitary confinement in New York State. The Organizer will support CAIC's public education, grassroots organizing, leadership development, and advocacy. Specifically the organizer will further the goal of passage of the Humane Alternatives to Long-Term (HALT) Solitary Confinement Act, A. 4401 / S. 2659 in New York through strategic community outreach and follow up, in-district organizing in strategic districts, support and leadership development for people who have survived solitary or have family members inside, and advocacy toward key policy-makers. The full-time position will be based in New York City. The CAIC Campaign Organizer will be a staff person of the National Religious Campaign Against Torture. This is a new position that is currently funded for two years, with a competitive salary and full benefits (health, dental, vision, retirement). The Campaign Organizer will be based in Manhattan, New York City.

Applications are due by Monday, November 28. To Apply: Please submit the following by email to the CAIC Campaign Organizer Search Committee at [caichiring@gmail.com](mailto:caichiring@gmail.com). No phone calls.

1. Cover letter, including 3 references (with daytime phone numbers and email addresses)
2. Resume
3. Brief writing sample, such as a blog post or article

To view this job posting on the Idealist website, click here:

<http://www.idealists.org/view/job/BmbxwPSdmKh4/> or here: <http://nycaic.org/employment-opportunity-solitary-confinement-campaign-organizer/>.

## **6. Job Opening at the Office of U.S. Senator Charles E. Schumer**

Title: Staff Assistant

Position: Full-Time Employee

Location: 780 3rd Ave, New York, NY 10017

Job Description: To serve as the primary representative of the office in the reception area; To greet visitors to the office and answer the telephone; To assist with various administrative duties.

Qualifications and skills:

A college degree. Must be detail-oriented, well-organized, able to handle a fast-paced work environment, work well in a team environment, and have exceptional interpersonal skills. Candidates should be personable, dependable and professional to support a very busy front office, and have excellent oral and written communication skills. Duties include, but are not limited to, answering phones, greeting visitors, writing letters, and other administrative duties as assigned. Salary is mid-twenties with full benefits.

To apply, send resume to Julietta Lopez at [julietta\\_lopez@schumer.senate.gov](mailto:julietta_lopez@schumer.senate.gov)

## **7. Job Announcement for the USDA National Hunger Clearinghouse**

Hunger Free America (HFA) is a 501(c)3 non-profit organization that supports and advocates on behalf of low-income Americans who live in households that cannot afford enough food. HFA was selected by the United States Department of Agriculture (USDA) to manage a national hunger clearinghouse, including a national hunger hotline and a national online database. The full-time position is located in NYC at HFA's office. We are looking to fill this

role on either a full time or part time basis. This position is needed from November 28, 2016 through December 30, 2016 with the possibility of transitioning into a permanent position depending on funding.

How to Apply: To apply, submit a resume and a cover letter detailing your qualifications for this specific position. Email [rbrown@hungerfreeamerica.org](mailto:rbrown@hungerfreeamerica.org) with the subject line "Program Associate."

For additional information about Responsibilities, Qualifications, Salary and Benefits, or a copy of the announcement flyer, please email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **8. Register Now to Help Clear Snow and Ice After Major Winter Storms**

The New York City Department of Sanitation has announced that starting today, individuals interested in working as an emergency snow laborer for the upcoming snow season may now register at their local Sanitation garage (See list of Bronx locations below). Snow laborers are per-diem workers who shovel snow and ice from bus stops, crosswalks, fire hydrants and step streets in the City after heavy snowfalls. Individuals interested in registering with the DSNY can do so weekdays between 7AM and 3PM The full list of garage locations can be found at [www.nyc.gov/sanitation](http://www.nyc.gov/sanitation). Snow laborers will be paid \$15 per hour, and \$22.50 per hour after 40 hours are worked in a week, an increase from the previous year. Snow laborers must be at least 18 years of age, be eligible to work in the United States, and capable of performing heavy physical labor. All applicants must bring the following items at the time of registration:

- Two small photos (1 ½ square)
- Original and copy of two forms of identification

- Social Security card

Individuals may also register at select Department of Transportation locations. The offices will be open Monday through Friday, from 9AM until 3PM and require the same photographs and identification.

Flatbush Yard, 2900 Flatbush Ave., Brooklyn, NY

Bronx Yard, Mosholu Ave. and Broadway (Van Cortlandt Park), Bronx, NY

Kew Loop Yard, 78-88 Park Drive East, Queens, NY

Harper Street Yard, 32-11 Harper Street, Queens, NY

Bronx 1 680 East 132nd St., Willow Ave. & Bruckner Expressway

Bronx 2 650 Casanova St., Randall & Spofford Ave.

Bronx 3 680 East 132nd St., Willow Ave. & Bruckner Expressway

Bronx 4 720 East 132nd St., Willow Ave. & Bruckner Expressway

Bronx 5 1331 Cromwell Ave., West 168th & West 169th St.

Bronx 6 800 East 176th St., Prospect & Marmion Ave.

Bronx 7 423 West 215th St., 9th & 10th Ave.

Bronx 8 423 West 215th St., 9th & 10th Ave.

Bronx 9, 850 Zerega Ave., Hermany & Lafayette Ave.

Bronx 10 850 Zerega Ave., Hermany & Lafayette Ave.

Bronx 11 800 Zerega Ave., Hermany & Lafayette Ave.

Bronx 12 1635 East 233rd St., Provost Ave. & East 233rd St.

### **9. The Jerome Park Library is Hiring in the Bronx!**

The New York Public Library (NYPL) has been an essential provider of free books, information, ideas, and education for all New Yorkers for more than 100 years. The Jerome Park Library is an award-winning library in Senator Rivera's district with two open positions!

Young Adult Librarian

Library Page

### **10. Bronxworks has a Job for You! All Skill Levels can Help the Bronx Thrive!**

From early childhood teachers, licensed social workers, drivers and security guards can work for a historic nonprofit in the Bronx! Bronxworks is hiring for over 100 positions in their program departments, Children and Youth, Family, , Immigration Services, Eviction Prevention, Homeless Services, Positive Living, Administration and Human Resources, Maintenance, Security and other positions.

<http://www.bronxworks.org/available-positions>

Contact Rachel Ferrari for informational sheet at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **11. RAIN is hiring!**

R.A.I.N. Total Care is managing 2 entities- R.A.I.N. Home Care Services (providing Home Health Aides Services) and R.A.I.N. Inc which manages 11, soon to be 12 Senior centers offering variety of services to Seniors in Bronx and Manhattan .

Our website: <http://www.raininc.org/> Our career page is  
<http://raininc.hrmdirect.com/employment/job-openings.php?search=true&>

Career email: [careers@rainhas.org](mailto:careers@rainhas.org)

Our Address: 811 Morris Park Ave, Bronx, NY 10462

We have several vacancies across all entities and are currently actively looking for new team members

DPS-Director Patients Services-MUST BE RN

Assist the Director in planning, organizing, directing and enforcing all client service policies and procedures. Ensure the Agency's strict adherence to its contract and licensing mandates as per HRA and NYS DOH.

For a full vacancy description and how to apply please visit our career page  
<http://raininc.hrmdirect.com/employment/job-opening.php?req=449221&&#job> or send your resume to [careers@rainhas.org](mailto:careers@rainhas.org)

Senior Center Program Director-Bronx

Oversee the operations of the program and its staff. Responsible and accountable for ensuring achievement in the administration and delivery of services as well as compliance with funder contracts, DFTA performance standards and R.A.I.N. procedures/policies. This position requires a leader with a strong program management and administrative background.

For a full vacancy description and how to apply please visit our career page

<http://raininc.hrmdirect.com/employment/job-opening.php?req=454782&&#job> or send your resume to [careers@rainhas.org](mailto:careers@rainhas.org)

### Home Health Care Aide

A home health aide is a person who carries out health care tasks under the supervision of a registered nurse or licensed therapist. S/he may also provide assistance with personal hygiene, housekeeping and other related supportive tasks. The HHA provides such care to a patient in his/her place of residence.

For a full vacancy description and how to apply please visit our career page

<http://raininc.hrmdirect.com/employment/job-opening.php?req=440607&&#job> or send your resume to [careers@rainhas.org](mailto:careers@rainhas.org)

### Driver-Meals On Wheels

Driver is responsible for driving safely, vehicle maintenance and delivering meals.

For a full vacancy description and how to apply please visit our career page

<http://raininc.hrmdirect.com/employment/job-opening.php?req=433544&&#job> or send your resume to [careers@rainhas.org](mailto:careers@rainhas.org)

### Administrative Assistants

We have several openings at our centers. Admin. Assistant supports Senior Center Director in day to day tasks and administrative duties. Bi Lingual is prefers. Strong Microsoft Office Applications knowledge and experience are a MUST.

Please send your resume to [careers@rainhas.org](mailto:careers@rainhas.org)

For other vacancies please visit our career page

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

## **12. Job Openings for NYC Correction Officers**

We're thrilled to announce the opening of the NYC Correction Officer Exam! Interested in applying? Here's how:

STEP 1: Determine if you qualify to take the exam. Visit this link to read the eligibility requirements and see if you meet the qualifications to take the exam:

<http://www1.nyc.gov/site/jointheboldest/officer/how-to-qualify.page>

STEP 2: Register for NYC Correction Officer Exam 7320.

How: REGISTER ONLINE. Seating is limited, register early!

- Create an account
- Apply (Search for Exam 7320)

Or REGISTER AT A TESTING CENTER

Manhattan, 2 Lafayette Street, 17th Floor, New York, NY 10007 or Downtown Brooklyn, 210 Joralemon Street, 4th Floor, Brooklyn, NY 11201



Need help registering? Watch this YouTube tutorial.

Have questions about payments and fee waivers? Call DCAS directly at (212) 669-1357, visit the Fee Waivers section of the DCAS site or walk into a testing center.

STEP 3: Study, Study, Study.

- Learn more about the duties of a Correction Officer.
- View study guides that may help you prepare for the Correction Officer Exam.
- Read about life at the NYC Department of Correction.

If you have questions, don't hesitate to contact a NYCDOC Recruiter using the information:

New York City Department of Correction | Recruitment Unit | 718-546-3100 |

TheBoldest@doc.nyc.gov #jointheboldest

Already registered to take NYC Correction Exam 7329? Don't forget, you must take the exam by November 30.

### **13. The Federal Bureau of Prisons is Hiring!**

The United States Department Of Justice Federal Bureau Of Prisons is currently hiring Nurses, PA's and Correctional Officers. Veterans will receive preference.

Correctional Officers can apply online at [www.usajobs.gov](http://www.usajobs.gov). Nurses and PA's can call me directly for more information:

C. Michael Le Grand, BOP Recruiter, MCC New York

150 Park Row, New York, NY 10007

Phone: 718-812-6137

If you know of any Vets/ Non-Vets looking for employment in the Health Services Dept., MCC New York will hire them directly. No need for them to go to USAJOBS! The Veteran just need a DD214, Resume and Transcript, Non-Vet will only need a Resume and College Transcript.

Positions available:

Registered Nurses

Nurse Practitioner

Physician

Applicants must send the required paperwork to the human resources inbox:

[NYM/HumanResources~@bop.gov](mailto:NYM/HumanResources~@bop.gov)

#### **14. Open Positions from City Limits**

Deputy General Counsel, Center for NYC Neighborhoods, New York, NY

Vice President for Program Impact, The Opportunity Agenda, New York, NY

Chief Operating Officer - Color of Change, Color of Change, New York or Oakland

Program Manager - Recovery & Resiliency, Center for NYC Neighborhoods, New York, NY

Director of Institutional Giving, Interfaith Center on Corporate Responsibility, New York City

Policy Associate, NYC Elected Official

For more information, visit [citylimits.org/jobs](http://citylimits.org/jobs)

### **15. Catholic Charities is Hiring!**

Changing Lives, Building Communities with full-time and part-time positions. To apply for a position, click the link and send your resume to the contact person named in each listing. Applicants may undergo a criminal background check which may include fingerprinting. Catholic Charities and Affiliated Agencies are Equal Opportunity Employers committed to a diverse workforce. And check back frequently! We're always updating the list: Catholic Charities Jobs Listings

### **16. CAMBA is Hiring!**

CAMBA offers competitive salaries, excellent benefits and an opportunity to work in a friendly and diverse work environment. To apply for one or more of these openings, email your resume with a cover letter as one document attachment in MS Word to [submitresumes@camba.org](mailto:submitresumes@camba.org).

If you are looking for a job and are currently receiving cash public assistance, please email your resume to [CPAR@camba.org](mailto:CPAR@camba.org)

Specify the title(s) of the position(s) for which you are applying on the email subject line. If your resume appears to be suited to a current job opening, a program representative will contact you.

Thank you for your interest in jobs at CAMBA. CAMBA is an Equal Opportunity Employer (EOE).

No phone calls please.

When resume is submitted you will receive an automatic e-mail.

Please note: This site provides a listing of jobs currently available but some jobs may have been filled before the site update.

[camba.org/about/careeropportunities](http://camba.org/about/careeropportunities)

### **17. ANHD has job listings for nonprofits across New York City!**

ANHD posts and tweets job listings for free for all NYC not-for-profit positions that assist low-income and/or homeless New Yorkers. Email [Melanie.B@anhd.org](mailto:Melanie.B@anhd.org)

Non-Profit Jobs, Organizing Jobs & Opportunities, Internships

Visit [anhd.org/jobs-housing/jobs/](http://anhd.org/jobs-housing/jobs/) for more info.

### **18. Community Resource Center for the Developmentally Disabled is hiring!**

Position Summary: The Direct Support Professional provides individuals with developmental disabilities appropriate care in a group home setting.

Responsibilities:

Provide habilitation services to each client as prescribed in that client's service plans (CFA, Individual Service plan, Habilitation plan)

Assist each client, as needed, in skill development in areas such as activities of daily living, domestic living, recreation and socialization

With appropriate training and supervision, administer medication to clients as assigned and in compliance with management, medical and nursing policies and procedures

Ensure assigned clients' nutritional needs are met according to prescribed diet, and assist with feeding as necessary

Report immediately any observed/known deficiencies or own inability in providing habilitation services to clients, as well as all types of abuse and other facility problems, including physical plant/safety issues to management

Qualifications:

HS Diploma or GED required

Valid NYS Driver's license

Resumes can be sent to [jgalvin@crcdd.org](mailto:jgalvin@crcdd.org)

**19. Federation for Protestant Welfare Agencies is Hiring!**

FPWA has two job opportunities in the Policy and Program Department, and we would greatly appreciate your assistance in distributing the attached job announcements and encouraging qualified candidates to submit applications soon. The opportunities are:

**Director of Faith Based Initiatives:** FPWA is looking for a dynamic and strategic leader who has a history of working with multi-faith clergy and faith leaders and who has the skills and passion to meaningfully engage diverse faith institutions and communities in building a city of equal opportunity. As one of three units of the Policy and Program Department, the Faith Based Initiatives Unit engages the faith community in policy efforts to advance economic opportunity, promotes interfaith collaboration on economic inequity issues, and supports faith-based organizations through leadership development and capacity building for more effective and efficient delivery of social services. The Director of Faith Based Initiatives is one of three directors in the Policy and Program Department and reports directly to the Chief Strategy and Program Officer.

**Program Coordinator, Data and Evaluation:** FPWA is looking for an organized, collaborative team member to join the Member Initiatives Unit in serving our nearly 200 community-based and faith-based member agencies. As one of three units in the Policy and Program Department, the Member Initiatives Unit strengthens member agencies by providing capacity building, training, grants, and other resources for the agencies and their community members. The Program Coordinator, Data and Evaluation, reports directly to the Director of Member Initiatives and is responsible for database management and evaluation for Member Initiatives and other FPWA activities as needed.

More information is available at <http://fpwa.org/careers>. Interested candidates should submit a cover letter and resume to [jobs@fpwa.org](mailto:jobs@fpwa.org).

For informational flyers, please contact Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov)

## **20. Workforce 1 Opportunities for Drivers**

Commercial Drivers: CDL-A & CDL-B opportunities!

CDL-A: Freight Company (Astoria/LIC). Must have at least 1 year of tractor trailer driving experience and double/triple endorsement. Shifts start at 7pm -- must be able to work nights. \$1000/week.

CDL-B & CDL-A: Refueling Company. A New-Rochelle-based refueling company is hiring drivers. Must have TWIC, Hazmat, and either a CDL-B or CDL-A. Must be able to drive stick shift. \$20-22.50/hour.

CDL-B: School Bus Drivers in Queens. A school bus company in upper queens is looking for drivers. They service the Whitestone, College Point & Flushing area. Must have a valid CDL-B with PS endorsement. \$16/hour.

CDL-B: Moving Company in Maspeth. Must have at least 2 years of truck driving experience. Must be able to drive stick shift. \$15-\$18/hour.

CDL-A & CDL-B: JFK Airport: NO EXPERIENCE NECESSARY! An airline support services company is looking for CDL-A & CDL-B drivers. Must be able to work at JFK airport. \$15-\$20/hr.

CDL-A: Delivery Route Drivers in Bronx. A major beverage distribution company is looking for delivery drivers in the Bronx. No selling involved! However, you are paid a daily salary plus commission on deliveries. Full medical benefits & retirement package included. Must have 2 years tractor trailer driving experience. \$100/day plus commission & benefits.

Applications were available via a recruitment event which has passed. Please contact the office for more information:

Location: Hunts Point Workforce Career Center

1029 East 163rd St, 3rd Floor, Bronx, NY 10459

Please come with a valid photo ID, driving abstract, a pen, 2 copies of your résumé, and please dress professionally!

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **21. FedEx is Hiring!**

Delivery Drivers in the Bronx & Elmsford, NY!

Qualifications (Drivers):

A CDL is NOT required for this position. Must have at least 1 year of box truck driving experience. This experience must have occurred in the past 3 years and must be verifiable via references. Must be computer literate. The terminal is not located near public transportation, so you must either have a car or access to one in order to get to work each day. Shifts start at 7:30am. Must have a clean driving record (less than 4 points)

Compensation:

\$15/hour, full time hours

Applications were available via a recruitment event which has passed. Please contact the office for more information:



Location: Hunts Point Workforce1 Career Center

1029 East 163rd St, 3rd Floor, Bronx, NY 10459

Contact: Ask for Alan

Please come with a valid photo ID, driving abstract, a pen, 2 PRINTED copies of your résumé, and please dress professionally!

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **22. More Open Positions via Workforce1 for Drivers**

Hiring School Bus Drivers (CDL B with P&S Endorsements) for \$16 per hour, guaranteed 30 hours per week.

Qualifications: Must have valid NYS CDL B license with passenger and school bus endorsement

Must be able to work Monday through Friday as early as 6AM

Must be able to commute to the Bronx base

No CDL-B experience required!

To apply: Hunts Point Workforce1 Center, 1029 East 163rd Street

Every Tuesday from 10AM to 3PM

Ask for Account Manager: Corwin, call directly to RSVP, 718-577-2228 or email your resume to [cspivey@grantassociatesinc.com](mailto:cspivey@grantassociatesinc.com)

Please come with a valid photo ID, 2 copies of your resume, and dressed professionally. A driving record - no older than 30 days is required for all driving positions. This is a screening interview. Please be prepared to spend most of the day with us. Thank you.

CDL A or CDL B or C Drivers of all levels of experience

Hourly Wage: \$14-\$26 per hour for 40+ hours per week in NYC

Qualifications: Candidate should have a High School Diploma or GED, CDL A or CDL B or C Drivers with abstract, Flexible schedule and willing to work overtime, 401k Plan, Savings Plan, Paid Holidays, Paid Vacation, Annual Attendance Bonus, Annual Safety Bonus, Professional appearance and communication

Attend a screening at the Hunts' Point Workforce Center: Every Tuesday from 10AM to 3PM, located at 1029 East 163rd St, 3rd Floor

To learn more about our employment opportunities, please visit [www.nyc.gov/wflrecruitment](http://www.nyc.gov/wflrecruitment).

Start your career in the aviation industry now! Baggage Handlers and Wheelchair Escorts needed at JFK and LaGuardia Airports!

Qualifications: Must be 18 years of age or older with a valid driver's license and ability to lift up to 75 lbs., Great communication skills and a desire to grow with the Aviation Industry, Must be able to commute to JFK or LaGuardia airports for various shifts including morning, day, evening and overnight, Ability to be on feet for long periods of time and outdoors in various elements (heat, cold, rain, etc.)

Benefits: Full time work, Overtime offered as available, Benefits, Paid vacation and Holidays offered

Apply in Person: Every Tuesday 9:30AM to 3PM

Location: Hunts Point Workforce Center, 1029 East 163rd Street off Southern Blvd.

Please come with a valid photo ID, 2 copies of your resume, and dressed professionally. A driving record - no older than 30 days is required for all driving positions. This is a screening interview. Please be prepared to spend most of the day with us. Thank you.

Contact Rachel Ferrari for the flyers at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### **23. Open Positions via City & State Careers**

Policy Director, Center for an Urban Future - New York City

Program Manager - Recovery & Resiliency, Center for NYC Neighborhoods - New York City

For more opportunities, visit [careers.cityandstateny.com](http://careers.cityandstateny.com)

Deputy General Counsel, Center for NYC Neighborhoods, New York, New York

Deputy Commissioner for Public Information and Outreach - 272215, NYC Department of Investigation, New York, New York

For more information, visit [careers.cityandstateny.com](http://careers.cityandstateny.com)

### **24. Hiring Social Media Manager for Solar Co.**

Social Media Manager for Solar Co. (Metro NY)

Email: [careers@americansolarpartners.com](mailto:careers@americansolarpartners.com)

American Solar Partners (ASP) is a fast-growing solar power company seeking to hire a coordinator for its marketing and social media program. ASP is unique in the solar industry for its progressive business mission, including its policy of American-made/union-built solar power systems, its commitment to the ownership, not leasing, of solar power systems by consumers and building owners, and its active involvement in public advocacy on solar power policy and climate change issues. We are looking for a motivated individual interested in marketing to increase consumer adoption of solar power projects by traditional means and through a social media strategy. The position will report directly to the Company's Managing Director. Starting salary will be commensurate with relevant experience, ranging from \$38,000 to \$42,000. There is a six month training program. Qualities required for this position include: strong verbal and written

communication skills; background in public relations/marketing; and, work with issue campaigns and marketing to defined constituencies. Experience required in the most common graphics and presentation software, video production and editing, and customer outreach via email and social media. Past experience working with unions is a plus. ASP is an Equal Opportunity Employer.

American Solar Partners is located on the Bronx/southern Westchester border, with easy access from the NYC Subway (Line 2) and Metro-North trains (Mt. Vernon West).

Please send resume and reference to: [careers@americansolarpartners.com](mailto:careers@americansolarpartners.com)

## **25. NYC Department of City Administrative Services Monthly Exam Schedule**

Upcoming Self Scheduled Exams Open to the Public

Apply for exams online: Go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. If you do not have access to a computer, visit one of our Computer-based Testing & Applications Centers (CTACs) to use our computers to submit your application (see below).

CTAC Locations: 2 Lafayette St., 17th Floor, Manhattan, NY and 210 Joralemon St., 4th Floor, Brooklyn. Hours: 9:00 AM - 5:00 PM, Monday through Saturday, unless otherwise noted.

Travel directions to CTACs

<https://a856-eeexams.nyc.gov/OLEE/oasys/ExamList.aspx>

Exam No.

Exam Title

Filing Begins

Filing Ends

Filing Fee

7011

ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST

11/02/16

11/22/16

68.00

7012

ADMINISTRATIVE ENGINEER

11/01/16

11/30/16

68.00

7516

ADMINISTRATIVE ENGINEER (PROMOTION)

11/01/16

11/30/16

68.00

7329

CORRECTION OFFICER

10/27/16

11/30/16

61.00

7013

ELEVATOR MECHANIC

11/02/16

11/22/16

96.00

7517

ELEVATOR MECHANIC (PROMOTION)

11/02/16

11/22/16

96.00

7301

ENVIRONMENTAL POLICE OFFICER

06/27/16

12/31/16

61.00

7015

INSPECTOR (ELEVATOR)

11/02/16

11/22/16

68.00

7504

MARINE ENGINEER (PROMOTION)

08/04/16

06/30/17

82.00

7505

MARINE ENGINEER (UNIFORMED-FIRE)(PROM)

08/04/16

06/30/17

91.00

7321

POLICE COMMUNICATIONS TECHNICIAN

10/27/16

12/31/16

54.00



7306

SCHOOL SAFETY AGENT

10/27/16

12/31/16

47.00

7316

SPECIAL OFFICER

08/26/16

11/30/16

47.00

7317

SPECIAL OFFICER (NYC HEALTH + HOSPITALS)

08/26/16

11/30/16

47.00

7307

TRAFFIC ENFORCEMENT AGENT

10/27/16

12/31/16

40.00

7522

WARDEN (CORRECTION)(PROMOTION)

11/02/16

11/22/16

101.00

For additional information or assistance, please contact Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

**26. The Northern Manhattan Improvement Corporation is hiring!**

NYIC VISTA positions

Post-Graduate Fellowship Sponsorship Opportunities

Membership and Capacity Building Associate

Regional Outreach Associate or Coordinator

Executive Associate

Check back for more job listings: [thenyic.org/jobs-and-opportunities](http://thenyic.org/jobs-and-opportunities)

## **27. Northern Manhattan Improvement Corporation Employment and Training Programs**

Choose Among: Food Handler Certification (ServSafe and NYC Food Protection Certificate), Microsoft Office Specialist (MOS) Certification, Facilities Maintenance Training including 10 Hour OSHA, Home Health Aide (HHA) Certification

Receive: Job Readiness Training, Education & Career Counseling, Job Placement Assistance

Call Now or Walk Into Enroll! Space is Limited! Walk in from 8AM to 12PM, Monday through Thursday, 45 Wadsworth Avenue, New York, NY 10033, between W 1776th and W 177th Streets

Call Alba at 212-822-8357 or Sophie at 212-822-8324.

Contact Rachel Ferrari for the flyer in English and Spanish at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **28. Free IT Training? Per Scholas is almost too good to be true!**

Unemployed? Per Scholas has a solution! We offer FREE IT Training and Career Assistance in:

- PC/Mobility Support
- Cisco Networks
- Software Testing

Basic Eligibility:

- Ages 18 and older
- High school diploma or GED
- Genuine interest in pursuing a career in IT
- Self-directed, high levels of responsibility & initiative
- U.S. Citizen or authorized to work in the U.S.
- Available to attend classes 9:00am – 4:00pm, Mon - Fri

Apply online or attend an information session. No appointment needed.

Information sessions are Monday through Friday at 9am.

804 East 138th Street, 2nd Floor | Bronx, NY 10452

Phone: 718-991-8400 | [perscholas.org](http://perscholas.org)

How to Apply: [perscholas.org/applynyc](http://perscholas.org/applynyc)

Our partner employers are hiring!

Contact Rachel Ferrari for the flyer in at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

## **29. Neighborhood Grants Available to Improve Your Community**

Have a great idea for a community improvement project? Apply for a grant! Citizens Committee for New York City runs the Neighborhood Grants program, which awards grants of up to \$3000 to neighborhood groups, public school-based groups, and NYCHA tenants

associations working to improve the quality of life across the city. Groups they support carry out projects as varied as community gardening, theatre and fine arts programming, composting, tenant organizing, and more!

The Deadline is January 23, 2017. For a grant application and for more info, contact Imani at 212-822-9567 or [ibrown@citizensnyc.org](mailto:ibrown@citizensnyc.org). Applications can be downloaded in English and Spanish from our website: [www.citizensnyc.org/Grants/Love-Your-Block](http://www.citizensnyc.org/Grants/Love-Your-Block).

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### **30. Vendor Opportunity at Fordham Plaza**

DOT has issued a Request For Expressions of Interest for short-term concessions in the Fordham Plaza. DOT will accept proposals through January 27, 2017 to attract retail activity in the plaza now through April 2017. Applicants who would be interested can set up shop with tents and tables. DOT may be able to provide additional furniture to the vendors only if they can maintain it. Vendors should be interested in setting up a stationary retail space several times a week, spread over the course of a couple of months. The Southern portion of the Fordham Plaza has a canopy so any vendor that applies for that space would just have to provide their tables and merchandise.

If you have any questions or if you want to complete the application, please email Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### **31. Montefiore Health Profession Opportunity Grant**

What is the Montefiore Health Profession Opportunity Grant?

The Health Profession Opportunity Grant is designed to help individuals become New York State Certified Home Health Aides and break into the healthcare industry. Our program partners with New York State Department of Health accredited Home Health Aide training agencies that provide FREE training classes and FREE job placement assistance to individuals who earn a Home Health Aide certificate. Montefiore provides financial incentives and support services to assist participants in completing training, obtaining employment and advancing their healthcare careers. Call 929-220-8094 or toll-free 844-411-HPOG (4764) today to find out how to participate. You can request the information about this program by contacting Rachel Ferrari at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov) or visit the office to request a referral.

### **32. Tuition Free Classes with the SUNY Bronx Educational Opportunity Center**

Tuition Free Master Barber Classes

Licensing: Tuition free training class, Get your license in only 5 months, Official NYS Master Barber Program, Experienced Instructor/Master Barber

Requirements: High School diploma or equivalent, Must be at least 18 years of age, Must take a placement test, Must achieve the required scores

Registration: Monday and Wednesday at 8:30 AM, Must have all required documents, Applicants with 24 or more college credits are not eligible

SUNY Bronx Educational Opportunity Center, 1666 Bathgate Ave, Bronx, NY 10457, 718-530-7000, [BronxEOC.org](http://BronxEOC.org)

Tuition Free High School Equivalency Classes

Preparation: Prepare for the official TASC Exam, Highly successful passing rate, Instructions in Reading, Writing, Math, Social Studies and Science

Requirements: NYS Resident for one year or more, Must be at least 18 years of age, Must take a placement test, Must achieve required scores

Registration: Monday and Wednesday at 8:30 AM, Must have all required documents, Applicants with 24 or more college credits are not eligible

SUNY Bronx Educational Opportunity Center, 1666 Bathgate Ave, Bronx, NY 10457, 718-530-7000, BronxEOC.org

Tuition Free College Prep Classes

Preparation: Pre-college level instructions in Reading, Writing, Math, College and Financial Aid application assistance. Much more...

Requirements: High School diploma or equivalent, Must be at least 18 years of age, Must take a placement test, Must achieve required scores

Registration: Monday and Wednesday at 8:30 AM, Must have all required documents, Applicants with 24 or more college credits are not eligible

SUNY Bronx Educational Opportunity Center, 1666 Bathgate Ave, Bronx, NY 10457, 718-530-7000, BronxEOC.org/College

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### **33. Tremont United Methodist Church offers Free US Citizenship and English Classes**

Free US Citizenship Class, Clase Gratis para el Examen de Ciudadania

We Are Open All Year Open/Estamos Abiertos Todo El Ano

Tuesday/Martes

6:30 pm – 8:30 pm

1951 Washington Ave Bronx New York 10457

Call: Eric Shirley (718) 308-6828; Angela Perez (347)366-8727

Email: tumcsinglesministry@gmail.com

Llama: Eric Shirley (718) 308-6828; Angela Perez (347)366-8727

Inscribirse: tumcsinglesministry@gmail.com

Free English Classes for Adults, Clase Gratis de Ingles para Adultos

We Are Open All Year Open/Estamos Abiertos Todo El Ano

Tuesday/Martes & Fridays/Viernes

6:30PM – 8:30PM

1951 Washington Ave Bronx New York 10457

Call: Eric Shirley (718) 308-6828; Angela Perez (347) 366-8727

Email: tumcsinglesministry@gmail.com

Llama: Eric Shirley (718) 308-6828; Angela Perez (347)366-8727



Inscribirse: tumcsinglesministry@gmail.com

Contact Rachel Ferrari for the flyer at ferrari@nysenate.gov.

### **34. SCAN-NY is Hiring Youth ages 16-24!**

SCAN-NY is now hiring youth ages 16-24 for our Young Adult Internship Program (YAIP). Call 718-293-2230 now for more information. Our next program cycle begins on Monday, November 7th. YAIP is a 14-week program that helps young adults gain career, interview, and life skills while they complete a paid internship at one of our partner companies.

For more information contact:

Valerie Martin, Case Manager, Young Adult Internship Program, SCAN-NY

1377 Jerome Ave., Bronx, NY 10452

Tel: (718) 293-2230 x222

Fax: (718) 293-2674

vmartin.scan.yaip@gmail.com

<http://www.scanny.org/>

<http://www.nyc.gov/html/dycd/html/jobs/internship.shtml>

Contact Rachel Ferrari for the flyer at ferrari@nysenate.gov.

### **35. Sustainable South Bronx trains and employs Bronxites!**

Sustainable South Bronx became a division of The HOPE Program, one of the top workforce development organizations in New York City. The first year of this partnership has included the following achievements:

Expanded the green jobs training to offer three cycles each year, enabling us to connect even more New Yorkers with careers

Grown the NYC CoolRoofs program in partnership with the New York City Department of Small Business Services to provide 70 transitional jobs to unemployed men and women and coat hundreds of thousands of square feet of rooftops with energy efficient coating

Re-launched our green social enterprise, Intervine, which provides job opportunities to graduates and contributes to a greener New York

We applaud this partnership as it helps folks as they obtain new skills and certifications in the classroom curriculum, gain hands-on experience in green collar skills, prepare for interviews, and celebrate their new jobs.

#### Green Job Training Opportunity

The Bronx Environmental Stewardship Training (BEST) Academy is now accepting applications for its job-training program, BEST 4 Buildings (B4B). After graduating, you will be prepared to enter the green collar workforce. The training is free. Upcoming program start date is January 16, 2017.

To qualify you must:

Be interested in a career Building Maintenance or Green Construction

Be at least 18 years of age at the time of enrollment

Have a Social Security card and birth certificate

Have a High School Diploma or GED

Be physically able to work

Must be legally able to work in the US

Participate in one-on-one career counseling sessions until employment is obtained

Must be ready to attend training Monday through Friday 9AM to 5PM for 12 weeks

Be motivated and committed to a clean and sober environment and complete the entire training program

Information Sessions: Jump start your career and sign up for an information session by calling: 616-400-5292 to speak with Ms. Sandra Grayman, Recruitment Specialist OR Come to 1647 Macombs Rd., Ground Floor, Bronx NY 10453 Every Tuesday and Thursday at 10AM sharp.

Contact Rachel Ferrari for the flyer at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

### **36. Next STEPS offers Employment Assistance, Mentoring and Stipend Opportunities**

Next STEPS Transformative Mentoring, a program for 16-24 year olds who live in or near the Butler Housing Development, through the Osborne Association, works with you to identify and reach your goals by pairing you with a committed mentor. Osborne's mentors are passionate about motivating you and strengthening your leadership and life skills. In addition to a personal mentor, you'll be connected to resources to enhance your education,

employment, relationships or family, and leadership skills.

Resume assistance

Conflict resolution training

Preparation for the high School Equivalency Diploma (TASC)

Earn up to \$1200 in stipends

Daily MetroCard

Dinner served daily

Job Club training

Participate in community projects, events, and be inspired by empowering speakers

Location: Butler Houses Community Center, 1368 Webster Ave., Bronx, NY 11201

Meets: Tuesdays and Thursdays, 6-8PM

Contact us for referrals or to make an appointment: Arabia Veggacado, Team Leader, 917-617-5193, AVeggacado@osborneny.org or Mark Simmons, Senior Mentor, 917-391-8605, MSimmons@osborneny.org

Contact Rachel Ferrari for the flyer at ferrari@nysenate.gov.

### **37. Osborne Association Career Center**

Osborne's Career Center is a 4-week program that empowers men and women with criminal records, who often face additional barriers to finding employment, to pursue careers in the building trades and maintenance sectors. Those who are accepted receive:

Career development and coaching

Practical skills training

Financial literacy

Job search & retention support

10-hour OSHA (Construction Safety)

Daily MetroCards

Bi-weekly stipend of \$200

Breakfast and Lunch served daily

1, 3, 6, and 12 month work retention incentives plus incentives after program graduation!

Participant Requirements:

Have prior criminal justice involvement

Be able to pass a drug test and remain drug free

Test at the 6th grade level in math and reading (TABE)

Be able to perform physical labor (lift at least 50 lbs.)

Reside in NYC (5 boroughs) and/or Lower Westchester

Be committed to a career path

High school diploma or GED/TASC preferred, but not required

Screening and Eligibility: Pre-screening by phone only. Screening by appointment only, Tuesdays promptly at 10AM.

For more information or for a pre-screening, contact a Career Coach: Starsky Rivas, 718-707-2617 and Rodney Gordon, 718-707-2706

### **38. Interested in becoming a Substitute Teacher?**

Applications for Substitute Teaching positions are only made available to individuals who have been nominated by a school principal, using our online process. Each school may nominate candidates for the position based upon the prevailing or projected vacancies (i.e., number, location, schedule, etc.) and the special requirements for some positions (e.g., foreign language proficiency, math, science, certification in physical education, etc.). If you are interested in becoming a Substitute Teacher, contact the school(s) of your choice directly.

#### Responsibilities of the Substitute Teacher

Substitute Teachers are utilized by the New York City Public Schools, on an as-needed basis, to cover the classroom in the absence of the regular (full-time) Teachers. The primary role of the Substitute Teacher is to continue student learning along the continuum, established by the absent full-time teacher. The responsibilities of the Substitute Teacher in the classroom may include, but are not limited to, the following:

- Planning lessons
- Teaching students
- Managing the classroom
- Performing administrative tasks
- Promoting positive student behavior
- Ensuring the safety and security of the students

### Pay Rate

Substitute Teachers, providing day-to-day service, are paid at the per diem contractual rate of \$168.54 (as of May 2016), for the actual days worked; they do not receive any benefits. Click, for more information about the Per Diem Payroll Frequently Asked Questions.

Substitute Teachers are represented by the United Federation of Teachers (UFT).

### Eligibility Requirements

The minimum eligibility requirements to apply for a Substitute Teacher position are the following:

- Online Nomination by a school Principal
- A Bachelor's Degree
- Proficiency in reading, writing and speaking the English language
- Authorization to work in the USA

For more information, please visit: <http://schools.nyc.gov/offices/dhr/subteachers>

### **39. It's Never Too Late! Free Adult Education Classes**

Did you know that the NYC DOE's Office of Adult and Continuing Education, offers free adult education classes to adults 21-and-over who do not have a U.S. high school diploma or equivalent? You can enroll in English-as-a-Second-Language (ESL) classes to learn English, high school equivalency (GED) classes to earn a high school equivalency diploma, and Career and Technical Education classes to become certified in a trade, such as Certified Nurse Assistant, Culinary Arts, MicroSoft Certification, and more. Proof of US residency is not required. If you are interested in classes, please call the region of interest. You can attend classes at any site in NYC: the one closest to work, to home, to your child's school, or wherever is most convenient. For more information, go to [www.oacenyc.org](http://www.oacenyc.org). For information in languages other than English, visit our publications webpage: [http://schools.nyc.gov/community/AdultEd/classes/OACE\\_flier.htm](http://schools.nyc.gov/community/AdultEd/classes/OACE_flier.htm)

Choose from 900 Classes Including:

Adult Basic Education

High School Equivalency Preparation

English for Speakers of Other Languages

Certified Nursing Assistant

Building/Property Maintenance

Electrical Installation



Computer Literacy

Carpentry

A+

For adults 21 years and older. Day and night classes are available in all five boroughs. Proof of US residency not required.

Bronx Adult Learning Center Region 1 - Bronx: 3450 E Tremont Ave, Bronx, NY 10465, 718-863-4057

Contact Rachel Ferrari for the flyer in multiple languages at [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov).

#### **40. Local Hardware Store Hiring Opportunity**

Do you want to use your construction and building supplies experience? Do you have an interest in sales and customer service? A NEW Hardware Store and Building Supplies store is opening in the Bronx and they want to hire YOU! Located at 4175 Park Avenue, on the corner of Park Avenue and 176th Street

Qualifications:

Knowledge of building supplies, hardware, or construction to be able to assist customers with sales

Must be available on weekdays from 7AM to 4PM and 8AM to 1PM on Saturdays

Preference for hiring local Bronx residents

Email your resume and contact information to [GCSBuildingSupplies@gmail.com](mailto:GCSBuildingSupplies@gmail.com)

If you have any further questions, please contact Rachel Ferrari at State Senator Gustavo Rivera's office by calling 718-933-2034 or email [ferrari@nysenate.gov](mailto:ferrari@nysenate.gov)