

Erie County

Jobs! Jobs! Jobs!

For complete information, contact your closest Career 1-Stop

August 29, 2017

NY1226889 Collins. **REGISTERED NURSE**. FT. 2nd Shift - 3:00pm - 11:00pm. Benefits. We are looking for a Registered Nurse to work in a Correctional Facility (Adult Male Felons) Second Shift 3:00 - 11:00. Must be licensed and currently registered to practice in New York State AND have one year of full-time, post-RN licensure Clinical Nursing Experience. \$8000 Geographic Pay, \$2000 Shift Differential Evenings, \$3000 Shift Differential Nights

NY1226758 Buffalo. FT **SANDWICH MAKER**. Tuesday-Sunday. 8am-4pm and 11am-7pm. 40hrs./wk. \$10/hr. You will spend your days in a fast-paced environment, while enthusiastically delivering great service to our customers/investors as well as support our brand and mission. You will join a worker-focused team where work is fun, giving our customers an exceptional experience. **ESSENTIAL JOB FUNCTION** -Working on the sandwich line assembling signature sandwiches and other prepared foods -Maintain sandwich line functionality by restocking, replenishing and cleaning throughout service -Prepare food service items by adhering to standardized recipes -Efficient use of the POS system and knowledge of Breadhive's baking process. -Assisting customers in their selections, through full knowledge of all menu items -Processing sales transactions at the register. -Maintaining the cafe's appearance by straightening, cleaning, and replenishing as needed. -Receiving and restocking of deliveries as needed using proper inventory rotation. **MINIMUM JOB REQUIREMENTS** -Excellent customer service skills -Must be able to work days and weekends -Ability to work in a fast paced environment -Positive attitude **EDUCATION/EXPERIENCE** -High school diploma/GED/TASC preferred -At least 3-6 months food service experience Starting wage \$10/hr., increase possible pending successful 3 month review

NY1226777 Clarence. **ASSEMBLERS**. FT. Benefits. M-Sun. 40 Hours/week. 10 openings. Want to assemble a great new career? We've got just the job for you. We're hiring for manufacturing assemblers in Clarence, NY for long-term opportunities. If you enjoy putting things together and working with hands, you're a perfect fit. Here's a preview of what you'll be working on: * Assembling product * Packaging/palletizing product to order specifications * Lifting up to 50lbs repetitively * Working in a team environment to efficiently package required orders.

NY1225383 Buffalo. **INSTALLER**. FT. M-F. 40 Hours/week. Benefits. We have multiple positions available for those with knowledge and skill in installing windows, doors, siding, insulation and bathroom and basement renovations. Candidates will need basic tools and have working construction knowledge and experience. Carpentry experience a plus. **Job Requirements:** - Experience in residential home improvement - Able to read/use tape measure - Able to use a brake (Siding) – Teamwork - Good work ethic and attendance - Understand that customers and customer service are first

WNY One-Stop Centers

Erie County:

284 Main Street
Buffalo, NY 14202
716/851-2600
then press "0"

4175 Transitown
Williamsville, NY 14221
716/634-9081

Buffalo Emp. & Trning Ctr.
77 Goodell Street
Buffalo, NY 14203
716/856-5627

ECC Employment & Trning
4041 Southwestern Blvd.
Bldg. 5, 2nd Floor, Rm. 6201c
Orchard Park, NY 14127
716/270-4465
716270-4483

ECC One Stop Center – North
Gleasner Hall, Room 166
6205 Main Street
Williamsville, NY 14221
716.270.4444 phone
716.270.4491 Fax
onestop@ecc.edu

Niagara County:

Troft Access Center
1001-11th Street
Suite E, Room 1014
Niagara Falls, NY 14301
716/278-8258

272 South Transit St.
Lockport, NY 14094
716/433-6766

Chautauqua County:

407 Central Avenue
Dunkirk, NY 14048
716/366-9015

23 E. Third Street
Jamestown NY 14701
716/661-9553

Cattaraugus County:

175 N. Union Street
Olean, NY 14760
716/373-1880

Allegany County:

Employment Complex
7 Wells Lane
Belmont, NY 14813
585/268-9237

NY1225516 Buffalo. **ADMINISTRATIVE ASSISTANT**. PT 24 hrs. Wednesday, Thursday & Friday. Assist Sales Agents with client data management, communication, completing sales and investment applications. Good communication skills, ability to confidently manage a contact management program. Will accept a trainee, basic Microsoft Office skills needed, including Excel and PowerPoint. Reference and criminal background check will be conducted.

NY1225523 Buffalo **EXECUTIVE ASSISTANT**. FT. 8am-5pm The Executive Assistant reports directly to the President/CEO. As an administrative professional, the Executive Assistant will manage the daily activities of the President/CEO and should thrive on keeping all administrative aspects of that role organized and moving forward. The Executive Assistant anticipates the needs of the President/CEO and helps to resolve operational, administrative and scheduling issues before they arise. In addition to being organized and analytical, the Executive Assistant possesses strong business judgment and the communication skills to interact with a wide variety of people. This position also supports the CFO on a limited basis. Salary commensurate with experience. The position is full-time with fringe benefits available. All hiring requirements must be bonafide occupational qualifications. EEO employer.

NY1225371 Buffalo **SUBSTITUTE DAYCARE TEACHER**. 1st Shift. Part time position. Monday-Friday 6:30 am-12:30 pm Starting pay is negotiable depending on experience. This position is responsible for planning activities, implementing the program, teaching and playing with the children, working with volunteers and foster grandmothers as well as developing and maintaining positive relationships with mothers. Key responsibilities: -Understanding of the stages of early child development -Understanding of age appropriate behaviors and abilities -Ability to play, respond and teach young children using different methods of play -Ability to respond positively to mothers to increase and improve mothers parenting skills. Successful candidate will have: -Associate degree in Early Childhood, Child Development Accreditation (CDA) or a related field or equivalent -Be dependable, with the ability to maintain confidentiality and appropriate boundaries -Strong organizational and multi-tasking skills -Ability to work collaboratively in a team environment -Computer proficiency in Microsoft Office -A mature walk with Jesus Christ and the ability to articulate belief

NY1225446 Buffalo **MAJOR GIFT OFFICER**. The Major Gifts Officer works closely with the Associate Executive Director to develop and implement strategy for individual major gift donor relationship; fund raising initiatives for Capital Campaign and future initiatives for planned giving to meet short and long term goals for the organization. The primary objective of the Major Gifts Officer is to develop long-term relationships built on a firm understanding of donor's philanthropic interest, passions and values. The successful candidate will be responsible for soliciting gifts of \$5,000 and higher from donors, supporters and friends of the organization of \$1,000 to \$100,000. Work schedule: Monday through Friday. Full time position. Some night, weekend and holidays may be required as needed. Key responsibilities: -Manage a portfolio of primary prospects, create, integrate and implement short, intermediate and long-term individual major gift donors. -Develop strategic funding requests based on short, intermediate, and long-term funding goals of the organization for high net worth individuals -Act as a primary relationship manager for individual and private foundation prospects of \$10,000 or more/year to reach or exceed annual funding goals -Manage relationship process for individual major gift donors including prospect solicitation, briefings with primary relationship managers -Cultivate and expand current giving by planned gift donors and integrate planned gift objectives into major individual donor requests in collaboration with Director of Individual Partnerships. -In the first 90 days the Advisor is to engage in relationships with approximately 50 current donors and will be expected to identify, qualify, cultivate, and solicit major gifts. At the conclusion of the initial 90 days the portfolio will be expanded to 150 names. Successful candidates will have: -Bachelor degree in Business Administration or equivalent -3-5+ years of nonprofit fundraising experience, preferably with capital campaign, major gift experience and planned giving -Demonstrated ability to meet financial goals for major gift giving -Demonstrated ability to think strategically and creatively -Demonstrated ability to multi-task, meet deadlines, and work with minimal supervision -Intermediate to advanced knowledge of Microsoft Office Suite computer skills -Professional attitude and appearance -Currently have an ability to maintain a clean driving record