Office of Economic and Workforce Development (OEWD) & Manpower

Business Services Job Opening Announcements

Friday, September 20th, 2019

New Jobs – Apply Today!

** Vangst Career Fair **

*Don’t miss your chance to connect with California cannabis companies hiring now!*

Golden Gate University
536 Mission St. San Francisco, CA 94105
Saturday, September 21 from 10am – 5pm
RSVP by clicking here.

** Cannabis Career Path with Green Cross **

*Want to learn about the Cannabis Industry and how to get in? Don’t miss this chance!*

Goodwill Career Center
99 Kissling St. San Francisco
Thursday, September 26th – 11AM

All positions are located in San Francisco unless otherwise stated.

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<th>Administrative/Clerical</th>
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<td>Simpson Gumpertz &amp; Heger – Simpson Gumpertz &amp; Heger (SGH) designs, investigates, and rehabilitates constructed works in the United States, Canada, and in more than thirty additional countries. Our goals are simple: earn the lasting trust of our clients, gain the respect of our</td>
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most capable peers, and further the standards of practice in all areas of our profession. Our industry-recognized experts with diverse specialties collaborate with clients and project team members, engage our extensive expertise, focus on delivering successful results, and respond to project challenges. We are looking for motivated and creative individuals to join our team and help drive our company’s future!

**Administrative Assistant**

*$DOE (Full-time Regular)*

**Deadline to apply:** October 2\textsuperscript{nd}, 2019

Simpson Gumpertz & Heger is looking for an Administrative Assistant who will provide support for the Building Technology (BT) division and manage the front desk for SGH’s downtown San Francisco location. The ideal candidate will manage the flow of incoming calls for the San Francisco office, evaluates requests, and redirect clients and inquiries to the appropriate SGH staff member or group. This position will provide administrative support for the BT division, including general and technical typing and editing, screening calls as requested, making travel arrangements, and client project database, and other administrative support as requested. He/she will also meet and greet visitors and help maintain the security of the office.

For the full job description, [please click here](#).

**Customer Support/Client Care**

**Jewish Community Center of San Francisco** – The Jewish Community Center of San Francisco is the oldest Jewish center on the West Coast, providing educational, social, cultural and fitness programs to the community since 1877. Open to all, JCCSF programs and services include a 45,000 square-foot Fitness Center, world-class performances and lectures, three outstanding preschools, art and ceramics classes for children and adults, Jewish education classes and workshops, holiday celebrations and so much more!

**Lifeguard**

*$19.75 (Part-time Regular)*

**Deadline to apply:** October 2\textsuperscript{nd}, 2019

Lifeguards enforce safety rules, provide appropriate supervision for the pool/spa area, and ensure a safe environment in and around the pool area.

**RESPONSIBILITIES:**

- Ensure safety in and around the pool area at all times.
- Anticipate hazardous conditions and take precautionary measures.
- Render first aid and CPR within the scope of the employee’s certifications.
- Maintain pool area so that area is kept clean and safe at all times.
- Promote classes and programs as appropriate.
- Create a warm and welcoming environment for all members.
Swim Instructor - Indoor Pool - Training Provided
$18 (Part-time Regular)
Deadline to apply: October 2nd, 2019

Responsibilities:
- Check in with the deck coordinator 15 minutes before the start of the first class.
- Teach classes according to the Aquatics Concepts curriculum.
- Be in assigned teaching station 5 minutes before every class ready to teach.
- Wear the JCCSF swim instructor uniform at all times while teaching.
- Create a warm, friendly and safe environment for all classes.
- Greet all students as they arrive for class.
- Collect color fish from each student.
- Evaluate students' progress every class.

Youth Athletics Coordinator
$22 (Full-Time Regular)
Deadline to apply: October 2nd, 2019

GENERAL DESCRIPTION:
This position is responsible for facilitating activities, classes, sports teams, and/or camps as a part of youth sports, and recreation programs. This is accomplished through direction and modeling of philosophies, techniques & strategies. As this position works across multiple program areas, excellent communication with colleagues and supervisors is key to success. During the school year, the Youth Athletics Coordinator serves as a member of the Youth Sports professional team. During the summer, the coordinator takes on a leadership position in summer camp.

Youth Sports Coach - Soccer
$16 (Part-Time Seasonal)
Deadline to apply: October 2nd, 2019
THE OPPORTUNITY:
Youth Sports Program: The JCCSF Youth Sports Program provides coaching and team management for soccer, and basketball teams throughout the school year. You will be working directly with the Youth Sports Team, who will assign you to teams that best match abilities and goals. You will provide ongoing guidance and support throughout the season.

Coaching Culture: The JCCSF uses sports as a vehicle to help young athletes develop their self-confidence and social skills in a positive and enriching environment. JCCSF coaches are motivated to help young athletes develop sports skills, life skills, and community involvement.

Training: Coaching and youth experience is a plus. The JCCSF also offers paid and ongoing training and mentorship opportunities for all aspiring coaches.

For the full job description, please click here.

These opportunities are made possible by the First Source Hiring Program

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