In order to be considered, please submit resumes of qualified candidates on the Jobs Portal as a MS Word document or pdf. All positions are located in San Francisco unless otherwise stated.

<table>
<thead>
<tr>
<th>Customer Service / Client Care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hamilton Families</strong> – Our mission is to end family homelessness in the San Francisco Bay Area. Established in 1985, Hamilton Families is San Francisco's leading service provider to homeless families, with carefully designed programs to prevent homelessness, provide shelter and stability, return families to permanent housing and support the well-being of children experiencing homelessness. We currently operate these programs across four sites in San Francisco and Oakland.</td>
</tr>
</tbody>
</table>

**NEW! Residential Counselor**

$17.50 *(Full-time Regular)*

**Deadline to apply:** October 18th, 2019

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**
Program and Position Overview

Hamilton Families Shelter Program in the Tenderloin provides a safe place to sleep, three meals a day and critical social services to 50 families a night (about 150 individuals) for up to six months. The program provides emergency beds for families in immediate crisis and private rooms for families on the city’s shelter waitlist. Participants receive comprehensive support services that include case management with referrals and linkages to community services and benefits, employment and life skills training, access to basic health services, children’s services, three meals a day, and innovative and direct assistance in securing permanent housing.

The Residential Counselor is primarily responsible for providing a safe and healthful environment, and welcoming atmosphere for program participants.

Primary Duties and Responsibilities

• Set and contribute to a safe, dignified, and orderly atmosphere by enforcing program rules, policies, and procedures, as well as through observing stated DHS grievance policy. Act as a role model, guiding participants and facilitating appropriate behavior about daily living skills, self-care, personal interaction, social relationships, and constructive time management.

• Conduct regular rounds of the facility, and interact with participants to share information, provide supplies, conduct intakes, and facilitate interventions as necessary. Rounds include the interior participant living quarters, bathrooms, and community rooms) and exterior of the building.

For the full job description, please click here.

NEW! Residential Counselor (Bilingual-Spanish)
$17.50-19 (Full-time Regular)
Deadline to apply: October 18th, 2019

The Residential Counselor is primarily responsible for providing a safe and healthful environment, and welcoming atmosphere for program participants.

Primary Duties and Responsibilities

• Maintain shift coverage and primary supervision and support of participants.

• Set and contribute to a safe, dignified, and orderly atmosphere by enforcing program rules, policies, and procedures in accordance with San Francisco’s Shelter Grievance Policy.

• Model and facilitate appropriate behavior for participants in terms of daily living skills, self-care, personal interaction, social relationships, and constructive time management.

• Ensure the safety of participants and staff by limiting facility access to participants, staff, and authorized visitors and service providers.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
NEW!  **Residential Counselor (Overnight)**
$17.50 *(Full-time Regular)*
**Deadline to apply:** October 18<sup>th</sup>, 2019

The Residential Counselor is primarily responsible for providing a safe and healthful environment, and welcoming atmosphere for program participants.

**Primary Duties and Responsibilities**
- Maintain shift coverage and primary supervision and support of participants.
- Set and contribute to a safe, dignified, and orderly atmosphere by enforcing program rules, policies, and procedures in accordance with San Francisco’s Shelter Grievance Policy.
- Model and facilitate appropriate behavior for participants in terms of daily living skills, self-care, personal interaction, social relationships, and constructive time management.
- Ensure the safety of participants and staff by limiting facility access to participants, staff, and authorized visitors and service providers.

For the full job description, please click here.

NEW!  **On-Call Residential Counselor (Hayes St.)**
$16.50 *(On Call)*
**Deadline to apply:** October 18<sup>th</sup>, 2019

The Residential Counselor is primarily responsible for providing a safe and healthful environment, and welcoming atmosphere for program participants.

**Primary Duties and Responsibilities**
- Set and contribute to a safe, dignified, and orderly atmosphere by enforcing program rules, policies, and procedures, as well as through observing stated DHS grievance policy. Act as a role model, guiding participants and facilitating appropriate behavior about daily living skills, self-care, personal interaction, social relationships, and constructive time management.
- Conduct regular rounds of the facility, and interact with participants to share information, provide supplies, conduct intakes, and facilitate interventions as necessary. Rounds include the interior participant living quarters, bathrooms, and community rooms) and exterior of the building.

For the full job description, please click here.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
NEW! **On-Call Residential Counselor (Golden Gate)**
$16.50 *(On Call)*
**Deadline to apply:** October 18th, 2019

The Residential Counselor is primarily responsible for providing a safe and healthful environment, and welcoming atmosphere for program participants.

**Primary Duties and Responsibilities**
- Maintain shift coverage and primary supervision and support of participants.
- Set and contribute to a safe, dignified, and orderly atmosphere by enforcing program rules, policies, and procedures in accordance with San Francisco’s Shelter Grievance Policy.
- Model and facilitate appropriate behavior for participants in terms of daily living skills, self-care, personal interaction, social relationships, and constructive time management.
- Ensure the safety of participants and staff by limiting facility access to participants, staff, and authorized visitors and service providers.

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

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NEW! **Children's Services Associate (Hayes St.)**
$18.50 *(Part-time Regular)*
**Deadline to apply:** October 18th, 2019

The Children's Services Associate is responsible for planning, organizing, and leading a wide variety of activities for children ranging in age from infancy to teens.

**Primary Duties and Responsibilities**
- Supervise children’s activities including playtime, snacks, tutoring, arts and crafts and field trips.
- Set up and clean up after children’s program activities, and maintain high safety and cleanliness standards in program.
- Work with Coordinator to develop and facilitate children’s and volunteer events and activities.
- Assist the Coordinator in outreach to potential new volunteers.

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

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NEW! **Children's Services Associate (Golden Gate)**
$18.50 *(Part-time Regular)*
**Deadline to apply:** October 18th, 2019

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
The Children’s Services Associate is responsible for planning, organizing, and leading a wide variety of activities for children ranging in age from infancy to teens.

**Primary Duties and Responsibilities**
- Supervise children’s activities including playtime, snacks, tutoring, arts and crafts and field trips.
- Set up and clean up after children’s program activities, and maintain high safety and cleanliness standards in program.
- Work with Coordinator to develop and facilitate children’s and volunteer events and activities.
- Assist the Coordinator in outreach to potential new volunteers.

For the full job description, please click here.

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**SF LGBT** - The mission of the SF LGBT Center is to connect our diverse community to opportunities, resources and each other to achieve our vision of a stronger, healthier, and more equitable world for LGBT people and our allies.

**NEW! Employment Services Associate**
$22.50 *(Full-time Regular)*
**Deadline to apply:** October 18th, 2019

**GENERAL SUMMARY:**
The Employment Services Associate is a vital role in supporting the Center’s Trans and LGBTQ Employment programs, though community engagement, outreach, referral navigation, and services. This position works closely with the Employment Services Team to support planning community events, weekly workshops/groups, community outreach, intakes, and retention. Furthermore, the Employment Services Associate will support administrative, reporting, and enrollment activities as needed.

**ESSENTIAL RESPONSIBILITIES**
- Support the coordination and facilitation of job search workshops and life skills classes tailored specifically for transgender community members with multiple barriers to employment. Working collaboratively with the Employment Services Specialists, cover a variety of topics including: resume and cover letter writing; completing employment applications; interviewing techniques; networking; effective workplace communication; pre-job fair tips; and others.

For the full job description, please click here.

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**NEW! TAY Services Navigator**
$24.50 *(Full-time Regular)*
**Deadline to apply:** October 18th, 2019

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
GENERAL SUMMARY:
The Youth Services at the SF LGBT Center include structured group programming, crisis intervention, navigation & referral services, leadership development, a dedicated drop-in youth space, on-site individual and group mental health services (therapy/counseling/crisis management), and a Host Homes housing program that includes case management services. Low-barrier services are designed to reach disconnected lesbian, gay, bisexual, transgender, queer and questioning (LGBTQQ) youth ages 16-24. The program is rooted in community building, culturally-responsive, trauma-informed care and harm reduction models. A high percentage of program participants have experienced physical and/or sexual abuse, homelessness, engagement with criminal justice and/or foster care systems, substance use/abuse, and/or mental health challenges.

For the full job description, please click here.

Tenderloin Neighborhood Development Corporation – TNDC provides affordable housing and services for low-income people in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources. Established in 1981, TNDC has grown to employ more than 400 staff, to develop, own, manage and provide supportive services in 39 properties that offer deeply affordable housing for nearly 4,500 tenants, and to expand its work in community organizing and afterschool programming.

Social Worker/Site Supervisor - Turk & Eddy Preservation
$DOE (Full-time Regular)
Deadline to apply: October 14th, 2019

SUMMARY
Under the general direction of the Support Services Manager, the Social Worker/Site Supervisor is responsible for assisting residents living in TNDC properties with housing stabilization & retention by providing counseling and support services, community outreach, advocacy, information, and referrals to existing off-site providers. The Social Worker/Site Supervisor is also responsible for the supervision of off-site and on site Social Workers.

For the full job description, please click here.

Community Engagement and Leadership Specialist
$DOE (Full-time Regular)
Deadline to apply: October 14th, 2019

SUMMARY

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
Under the direct supervision of the Senior Community Organizing Manager, the Community Engagement and Leadership Specialist is responsible for developing, implementing, monitoring, and evaluating strategies to carry out the TNDC Community Organizing Department’s mission and vision through popular education and grassroots leadership development. Duties include leading, designing, and evaluating the Community Organizing Department’s leadership development programming and conducting ongoing engagement efforts for alumni of the leadership development program.

For the full job description, please click here.

The Green Cross – A primary goal of TGC is to improve the social and economic conditions of the neighborhood, while providing living wages to residents of the surrounding area. Since opening our storefront at 4218 Mission Street, we have employed several residents of the neighborhood. We take pride in providing employment opportunities to talented individuals from a diverse array of backgrounds. Moreover, TGC has taken the initiative to join various local neighborhood associations to help better the district we now call home.

Budtending Technician
$18-20 per hour (full-time regular)
Deadline to apply: October 9th, 2019

The Green Cross is hiring! We are looking for hardworking and professional age 21+ individuals to join our team in a full-time capacity! Excellent customer service skills, flexible schedules and ability to work weekends required.

Qualifications:
Excellent customer service, knowledge of cannabis or willing to learn quickly.

Job Description: Budtending Technicians assist new and existing members with making purchases at The Green Cross storefront location. They ring up purchases, make product recommendations and educate members on our products, services and cannabis use.

For the full job description, please click here.

Security Technician
$18-20 per hour (full-time regular)
Deadline to apply: October 9th, 2019

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
The Green Cross is hiring! We are looking for hardworking and professional age 21+ individuals to join our team in a full-time capacity! Excellent customer service skills, flexible schedules and ability to work weekends required.

**Qualifications:**
Experience in security and/or customer service preferred but not required.

**Job Description:** Security Technicians assist members with entering and exiting The Green Cross storefront, and ensure all members are following the Member Code of Conduct.

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

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**Simpson Gumpertz & Heger** – Simpson Gumpertz & 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 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 2nd, 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](#).
Compass Family Services - A non-profit organization committed to providing humanitarian services to homeless and at-risk families to help them achieve stability.

**NEW! Family Support / Children’s Enrichment Worker**
$16 per hour *(full-time regular)*
**Deadline to apply:** October 9th, 2019

**Job Description:** Family Support/Children’s Enrichment Worker is responsible for assisting in Compass Family Resource Center and providing direct support to families in the drop-in and assisting in the Drop-in Childcare as needed.

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

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**SPIN** – Spin operates electric scooters in cities and campuses nationwide, bringing sustainable last-mile mobility solutions to diverse communities. Spin is expanding quickly and looking for top-tier talent to help us bring affordable and accessible transportation options to cities and define what future safe streets will look like.

**Neighborhood Ambassador (21 openings)**
$18 per hour *(full-time regular)*
**Deadline to apply:** October 10th, 2019

**Job Description:** A good Neighborhood Ambassador truly cares about their neighborhood and community and is committed to providing the people of their neighborhood with the right amount of clean, rentable scooters. In this role, you will be responsible for a specific assigned neighborhood, distributing new scooters every morning to critical areas in the morning, inspecting, maintaining, and rebalancing scooters during the operating hours, and collecting them if broken. You will be tech savvy, using the Spin operations app to check on all scooters within your neighborhood to make sure that riders have access during all operating hours. You will also engage with the community, answering any questions about the Spin scooter, running community events, speaking with business owners and residents, and enforcing safe ridership and appropriate parking behavior. You make sure that Spin is delivering safe, reliable and enjoyable service, delighting customers and supporting the goals of our government partners. You love solving problems, thinking critically, and achieving the highest levels of performance. You’ll report to the Operations Lead in the local area.

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

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*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*
Back First (Michael K Leary PT, Inc) – Provides exercise and wellness services to the employees of the SFMTA.

**Wellness Coach/Personal Trainer**

$18-20 per hour (*part-time regular*)  
**Deadline to apply:** October 10\(^{th}\), 2019

**Job Description:** BackFirst offers a unique opportunity for an outgoing and motivated Personal Trainer/Health Awareness educator to join our On-site Employee Fitness and Wellness Program. BackFirst provides wellness education and exercise training in a supportive environment to the employees of the San Francisco MTA (Muni). The staff of BackFirst focuses upon optimizing employee health and wellbeing through education and personal instruction, strength and flexibility training and addressing lifestyle changes such as improved nutrition and stress reduction.

For the full job description, please click here.

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The Green Door – We started the Green Door in Oakland in 2003 and moved to San Francisco in 2005. We are proud to be one of the longest operating dispensaries in California. But our goal remains the same: to create a welcoming, professional and safe environment for medical cannabis patients. We believe that we are successful in our mission, and further, that our professionalism and fastidiousness has shown through in the stellar reputation we have established in our years of business.

**Budtender**

$16 per hour (*full-time regular*)  
**Deadline to apply:** October 9\(^{th}\), 2019

*** Preferred applicants will meet three of the six conditions found here:***

https://officeofcannabis.sfgov.org/equity  
!Warnings for Noncitizens about Cannabis – Click here.

**Job Description:** The ideal budtender is an authority on customer service and can seamlessly make customers feel welcome and engaged, while consulting them on the cannabis products that best suit their needs and accurately completing transactions. The Budtender’s familiarity with cannabis and cannabis products must be vast. A successful budtender devotes time each day to learning about new cannabis products and refining their knowledge of existing cannabis products.

For the full job description, please click here.

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
NEW! Hamilton Families – Our mission is to end family homelessness in the San Francisco Bay Area. Established in 1985, Hamilton Families is San Francisco’s leading service provider to homeless families, with carefully designed programs to prevent homelessness, provide shelter and stability, return families to permanent housing and support the well-being of children experiencing homelessness. We currently operate these programs across four sites in San Francisco and Oakland.

Cook

$17 (Part-time Regular)
Deadline to apply: October 18th, 2019

Program and Position Overview

Hamilton Families Shelter Program in the Tenderloin provides a safe place to sleep, three meals a day and critical social services to 50 families a night (about 150 individuals) for up to six months. The program provides emergency beds for families in immediate crisis and private rooms for families on the city’s shelter waitlist. Participants receive comprehensive support services that include case management with referrals and linkages to community services and benefits, employment and life skills training, access to basic health services, children’s services, three meals a day, and innovative and direct assistance in securing permanent housing.

The Part-Time Cook is primarily responsible for providing nutritious meals in a clean and safe environment. The ability to work several shifts per week is also strongly preferred. Applicants must be available to work evenings, weekends and holidays.

For the full job description, please click here.

Facilities/Housekeeping/Janitorial/Maintenance & Repair

Tenderloin Neighborhood Development Corporation – TNDC provides affordable housing and services for low-income people in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources. Established in 1981, TNDC has grown to employ more than 400 staff, to develop, own, manage and provide supportive services in 39 properties that offer deeply affordable housing for nearly 4,500 tenants, and to expand its work in community organizing and afterschool programming.

Custodian

$17.50 – 21.86 (Full-time Regular)
Deadline to apply: October 14th, 2019

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
SUMMARY
The custodian is responsible for the cleaning and housekeeping duties at designated TNDC sites.

ESSENTIAL DUTIES
- Maintain the general cleanliness of the building interior and exterior and adhere to the cleaning schedule for all the properties assigned.
- Sweep and mop floors.
- Maintain trash removal systems including rotation of garbage receptacles and recycling.
- Clean and vacuum hallways, common areas, sidewalks and individual units as necessary.
- Attend required TNDC meetings.

For the full job description, please click here.

Maintenance I - Alexander Residence
$DOE (Full-time Regular)
Deadline to apply: October 14th, 2019

SUMMARY
The Maintenance I employee is responsible for general maintenance of TNDC Facilities and Buildings. The Maintenance I employee also provides custodial support when needed or applicable.

ESSENTIAL DUTIES
- Basic plumbing repairs to water and sewage systems including replacement of fittings and clearing of stoppages.
- Repair/replacement of glass, tile, locks, hinges and window coverings.
- Basic electrical repairs to appliances, fixtures, switches and circuits.
- Basic painting of both interior and exterior surfaces.
- Sheetrock repairs.
- Submits completed work orders to direct supervisor.

For the full job description, please click here.

Maintenance I - Franciscan Towers
$DOE (Full-time Regular)
Deadline to apply: October 14th, 2019

SUMMARY

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

The Maintenance I employee is responsible for general maintenance of TNDC Facilities and Buildings. The Maintenance I employee also provides custodial support when needed or applicable.

ESSENTIAL DUTIES
- Basic plumbing repairs to water and sewage systems including replacement of fittings and clearing of stoppages.
- Repair/replacement of glass, tile, locks, hinges and window coverings.
- Basic electrical repairs to appliances, fixtures, switches and circuits.
- Basic painting of both interior and exterior surfaces.
- Sheetrock repairs.
- Submits completed work orders to direct supervisor.

For the full job description, please click here.

Maintenance I - Kelly Cullen Community
$DOE (Full-time Regular)
Deadline to apply: October 14th, 2019

SUMMARY
The Maintenance I employee is responsible for general maintenance of TNDC Facilities and Buildings. The Maintenance I employee also provides custodial support when needed or applicable.

ESSENTIAL DUTIES
- Basic plumbing repairs to water and sewage systems including replacement of fittings and clearing of stoppages.
- Repair/replacement of glass, tile, locks, hinges and window coverings.
- Basic electrical repairs to appliances, fixtures, switches and circuits.
- Basic painting of both interior and exterior surfaces.
- Sheetrock repairs.
- Submits completed work orders to direct supervisor.

For the full job description, please click here.

SPIN – Spin operates electric scooters in cities and campuses nationwide, bringing sustainable last-mile mobility solutions to diverse communities. Spin is expanding quickly and looking for top-tier talent to help us bring affordable and accessible transportation options to cities and define what future safe streets will look like.

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.
**Shift Leads** (7 openings)
$20 per hour *(full-time regular)*
**Deadline to apply:** October 10\(^{th}\), 2019

**Job Description:** As a Shift Lead, you’ll be responsible for coordinating the schedule for our Operations Specialists and reporting all deployed and/or picked up scooters. You make sure that Spin is delivering safe, reliable and enjoyable service, delighting customers and supporting the goals of our government partners. You love solving problems, thinking critically, and achieving the highest levels of performance. You’ll report to the Operations Manager in the local area.

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

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**Operation Specialist** (29 openings)
$16 per hour *(full-time regular)*
**Deadline to apply:** October 10\(^{th}\), 2019

**Job Description:** As an Operations Specialist, you’ll be responsible for distributing scooters to critical areas in the morning and ensuring they are picked up at night and brought to our warehouse. You’ll report to the Operations Lead in the local area.

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

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**Maintenance Specialist** (29 openings)
$20-24 per hour *(full-time regular)*
**Deadline to apply:** October 10\(^{th}\), 2019

**Job Description:** As a Maintenance Specialist, you’ll be responsible for repairing and maintaining scooters. You’ll conduct a wide range of repairs, both routine and unexpected, on our world-class fleet of electric scooters. You should love fixing things, figuring out how new systems work, and achieving the highest levels of performance. With support from in-person trainers, regional and corporate experts, Spin’s Maintenance team ensures our vehicles are the safest in the city. You’ll report to the Operations Lead in the local area.

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

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*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*
Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

MediThrive is a cutting-edge cannabis dispensary & delivery with a curated menu of the finest flowers, concentrates, vapes, edibles and CBD in San Francisco.

*** Preferred applicants will meet three of the six conditions found here: ***
https://officeofcannabis.sfgov.org/equity

!Warnings for Noncitizens about Cannabis – Click here.

**Delivery Driver**
$16-18 per hour *part-time regular*
**Deadline to apply:** October 10th, 2019

Job Description: Must possess a strong customer service-oriented positive attitude interested in representing our brand. This position spends 50% of the time on the road around San Francisco, with 50% spent working in our Medithrive Store (this does vary). We take our customer service very seriously and are looking for people who view this position as a brand rep as much as a driver position.

For the full job description, please click here.

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**Administrative/Front Desk**

**Tenderloin Neighborhood Development Corporation –** TNDC provides affordable housing and services for low-income people in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources. Established in 1981, TNDC has grown to employ more than 400 staff, to develop, own, manage and provide supportive services in 39 properties that offer deeply affordable housing for nearly 4,500 tenants, and to expand its work in community organizing and afterschool programming.

**Office Assistant**
$DOE *Full-time Regular*
**Deadline to apply:** October 14th, 2019

**SUMMARY**
Under the direct supervision of the Administrative Manager, the Office Assistant provides reception and clerical assistance to TNDC’s Central Office staff.

**ESSENTIAL DUTIES:**
- Operate main switchboard. Answer phones, direct calls and take accurate messages.
- Maintain directory for all staff.
- Greet guests and applicants.
- Troubleshoot problems with office phone system, train office staff to use phone system.

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**
• Act as key operator for office equipment, train staff in the use of office equipment, work with service representatives to solve technical problems.
• Manage organization voice mail system.

For the full job description, please click here.

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**Desk Clerk**

$17.50 – 21.86 *(Part-time Regular)*  
**Deadline to apply:** October 14th, 2019

**SUMMARY**

Under the direct supervision of the Assistant Manager or the General Manager, the Desk Clerk is responsible for screening visitors, and monitoring activities at the front desk of TNDC properties. The desk clerk is responsible for assisting building management with maintaining the site safety as well as providing ongoing administrative support.

**ESSENTIAL DUTIES**

• Screen all visitors to confirm that they are the authorized guests of building residents.
• Ensure visitors are escorted by tenants at all times.
• Respond to emergencies as needed.
• Maintain complete and accurate confidential Building Log.

For the full job description, please click here.

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**Green Tortoise Hostel** – The Green Tortoise Travel Company was founded in 1974 as an alternative and socially interactive way to travel across country, and the hostel in San Francisco opened its doors in 1994. The Green Tortoise hosts backpackers from around the world, and our 24-hour front desk staff is there to ensure the comfort, happiness and safety of all of our guests. We pride ourselves on being a friendly and social hostel and strive to make their San Francisco experience one they will cherish forever. We are consistently rated one of the best hostels in San Francisco but are always looking for ways to offer better service and hospitality to our community of world travelers.

**Front Desk Employee** *(3 open positions)*  
$16 *(Full-time regular) (Cover Letter Required)*

**Compensation:** $16+
**Employment type:** full-time

Pursuant to the *San Francisco Fair Chance Ordinance*, we will consider for employment qualified applicants with arrest and conviction records.
Join our unique front desk team at the Green Tortoise Hostel! We are looking for applicants who are energetic, outgoing, self-motivated, and can remain friendly and cool-headed in a fast-paced environment.

**We are looking for people to work any of 5 Front Desk Shifts.**
- Morning: 6:45am-2:45pm
- Day: 9:00am-5:00pm
- Evening: 3:15pm-11:15pm
- Evening "Cover": 4:00pm-12:00am
- Overnight: 11:00pm-7:00am

For the full job description, please click here.

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**The Green Cross** – A primary goal of TGC is to improve the social and economic conditions of the neighborhood, while providing living wages to residents of the surrounding area. Since opening our storefront at 4218 Mission Street, we have employed several residents of the neighborhood. We take pride in providing employment opportunities to talented individuals from a diverse array of backgrounds. Moreover, TGC has taken the initiative to join various local neighborhood associations to help better the district we now call home.

**New! Member Services Technician**

$20 per hour *(full-time regular)*

**Deadline to apply:** October 9th, 2019

The Green Cross is hiring! We are looking for hardworking and professional age 21+ individuals to join our team in a full-time capacity! Excellent customer service skills, flexible schedules and ability to work weekends required.

Qualifications:
Customer service and mid-level Office Suite experience required.

Job Description: Member Services Technicians greet and welcome new members to The Green Cross storefront location. They process new member paperwork, respond to email inquiries, answer phone calls, and address neighborhood issues as they arise.

For the full job description, please click here.

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**The Green Door** – We started the Green Door in Oakland in 2003 and moved to San Francisco in 2005. We are proud to be one of the longest operating dispensaries in California. But our goal remains the

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*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*
same: to create a welcoming, professional and safe environment for medical cannabis patients. We believe that we are successful in our mission, and further, that our professionalism and fastidiousness has shown through in the stellar reputation we have established in our years of business.

**Front Desk Administration**

*$16 per hour *(full-time regular)*

**Deadline to apply:** October 9th, 2019

**Job Description:** A Front Desk Administrator must have exceptional customer service skills. It is imperative that the Front Desk Admin be polite and helpful, making customers feel welcome, while verifying their government-issued ID’s and physician’s recommendations. The Front Desk Administrator can seamlessly transition between inputting or checking in customer/patient information while maintaining a friendly and engaging demeanor.

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

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**Internship**

<table>
<thead>
<tr>
<th>SFFOGG – Cannabis professionals dedicated to providing the highest quality medicine, service and experience to registered California medical marijuana patients and adult use recreational customers. We are passionate San Francisco citizens that strive to enhance the lives of our patients while changing the perception of marijuana as a viable and safe medicine for an array of conditions.</th>
</tr>
</thead>
</table>

**Unpaid Cannabis Dispensary Internship**

*(Part-time temporary)*

**Deadline to apply:** October 10th, 2019

**Job Description:** We are looking for a highly motivated person for an unpaid internship at SFFOGG. SFFOGG has been around for 6+ years. We are a recreational/medical dispensary in the SOMA district. This is a 3 to 6-month internship. You will be trained in several of the key facets that the industry looks for including Bud Tending, Product Training, Intake, Inventory, Social Media, etc. Schedule is flexible and will include approximately 2 shifts a week for 4 to 5 hours per shift.

After your internship, there is a possibility of you being hired at the shop. If you do well here at SFFOGG, we can help you with placement and referrals for your future positions in the Industry!

To apply, please send your resume and a short paragraph explaining why you would like to participate in this unpaid internship. [Click here to email your resume](#).

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*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*
Other – Construction Related

Repost! EPC Consultants, Inc. – EPC Consultants is a program, project and construction management consulting firm based in San Francisco. Established in 1988, EPC offers a multi-disciplined team of professionals that manage all phases of construction projects. We focus on major infrastructure projects, including buildings, convention facilities, airports, tunnels, pipelines, water/wastewater, and transit projects. EPC’s diverse staff is comprised of construction managers, resident engineers, schedulers, cost estimators, inspectors, field engineers (architectural, civil, electrical, and mechanical) and start-up engineers.

Field Monitor Trainee (Immediate Need and No Background Check)
$20 an hour (Full-time Temporary) *Cover Letter Required*

Job Description Summary: The Field Monitor Trainee provides the employee with transferable skills and meets an SFMTA operational need. Trainee will go to construction sites using public transportation and walking (roughly four miles), observe what is taking place throughout the construction site (including unlevel ground, muddy surfaces), document and photograph observations, input observations into an Internet-based database, and discuss observations with colleagues. Trainee will check in with the Superintendent and/or Foreperson on the construction site. Trainee must be able to walk safely in a construction site with uneven ground for the duration of the shift that also requires taking photos and notes. Trainee is not to make personal texts, emails and telephone calls during the workday (except in the event of an emergency). Trainee is NOT an employee of SFMTA. Trainee is an employee of a private firm working on the Central Subway Project. As a private company’s employee, Trainee will be required to abide by all policies and procedures of both SFMTA and the private company. Please note that the private company has acknowledged that the needs of its client, SFMTA, shall prevail.

For the full job description, please click here.

These opportunities are made possible by the First Source Hiring Program
In order to be considered, please submit resumes of qualified candidates on the Jobs Portal as a MS Word document or pdf.

All positions are located in San Francisco unless otherwise stated.