



## May 2015 Job Opportunities and Training Programs

The Volunteer Management at Jacob A. Riis Neighborhood Settlement House presents to you our May Adult Services Newsletter! We hope that the job opportunities and workshops listed below will serve as a valuable resource to aid you in conducting a successful job search. If you would like to receive a copy of this newsletter or more information regarding the opportunities listed here, please contact us at 718-784-7447 Ext. 133 or at [volunteer@riissettlement.org](mailto:volunteer@riissettlement.org)

### Job Openings

### Free Workshops

### Skills Seminar



Starbucks, Macy's, CyraCom International Inc., Superior Driving School

### Job Search Mentoring Program

Are you interested in construction, maintenance, or repair? If so, please take advantage of the following 12 week training

#### **Barista** Starbucks

#### **Duties**

- Assists with new partner training
- Provides quality beverages, whole bean, and food products
- Maintains a clean and organized workspace
- Maintains regular and punctual attendance

#### **Qualifications**

- Ability to learn quickly
- Ability to understand and carry out oral and written instructions
- Strong interpersonal skills
- Ability to work as part of a team

#### **Location**

1146 Madison Ave  
New York, NY 10028

#### **To Apply**

Please visit  
<http://www.starbucks.com/careers>

#### **Upwardly Global Program Services**

Upwardly Global is an award-winning national nonprofit organization that provides free mentoring and job-search training to skilled, work-authorized immigrants and refugees

#### **Services Provided**

- ✓ Pre-training meeting
- ✓ Job Seeker Training Program
- ✓ Post-training

#### **Location**

505 8th Avenue, Suite 602  
New York, NY 10018

#### **To apply you must**

- ✓ Have Permanent Resident or refugee/asylum status
- ✓ Have a bachelor's degree or higher
- ✓ Live in the U.S. for less than 5 years

#### **To register**

Please visit [www.upwardlyglobal.org](http://www.upwardlyglobal.org) or call 212-219-8828

#### **Vocational Training** (12 Week Program)

#### **Training Overview**

The Building Maintenance and Weatherization Training Program at NMIC is a sector-based training opportunity for residents who are interested in occupations in construction, building maintenance and repair, weatherization and green construction fields.

#### **The course combines**

classroom instruction and hands-on training at NMIC's construction lab

#### **Address**

45 Wadsworth Ave, FL 2  
New York, NY 10033

#### **To apply**

**Call:** Sophie Mabilia at [212-822-8324](tel:212-822-8324) or  
Alfonso Bravo at [212-822-8301](tel:212-822-8301)

**Email:** [sophiemabilia@nmic.org](mailto:sophiemabilia@nmic.org) or  
[alfonsobravo@nmic.org](mailto:alfonsobravo@nmic.org)



# Additional Job Opportunities

## **Retail Selling Floor Recovery – Macy's**

**Location:** 151 W 34th St, New York, NY 10001

**Duties:**

- Drive sales by consistently demonstrating exceptional MAGIC Selling Skills
- Leverage product knowledge to increase sales
- Regular, dependable attendance and punctuality

**Qualifications:**

- Ability to effectively communicate and present information to customers
- Ability to work in a fast-paced environment
- Ability to work a flexible retail schedule, including evenings and weekends

**To Apply:**

Please visit [http://www.macysjobs.com/ApplyJob# Job: 71061528](http://www.macysjobs.com/ApplyJob#Job:71061528)

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## **Receptionist—CyraCom International Inc**

**Location:** Flushing, Queens NY

**Duties:**

- Provide phone coverage of the main line
- Assist executive team on administrative assignments
- Compose, edit, and distribute correspondence

**Qualifications:**

- High school diploma, GED or equivalent
- Clerical and/or administration experience
- Prior reception experience in a busy environment

**To Apply:**

Please visit <http://www.cyracom.com/careers/>

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## **Office Help – Superior Driving School**

**Address:**

39-01 63rd St,  
Woodside, NY 11377

**Duties:**

- Answering phones
- Helps to manage schedule, appointments
- Check emails
- Provide information to clients, etc

**Qualifications:**

- Must live near the office, Woodside, Jackson Heights or Elmhurst
- Must be 18 years old or older to apply.
- Must be available to work Mon-Fri 3pm-7pm or 10am- 2pm

**To Apply:**

Please visit [www.indeed.com/cmp/Superior-Driving-School/jobs](http://www.indeed.com/cmp/Superior-Driving-School/jobs) or call (718) 478-0225