



CURRENT JOBS IN MANAGEMENT AND BUSINESS

The National Employment Bulletin for the Business Professions
May 2009

P.O. Box 3494, Falls Church, VA 22043
(703) 506-4400, FAX: (888) 870-3069

www.graduatejobs.com
e-mail: admin@graduatejobs.com

Copyright 2009© by Foster Opportunities, Inc., all rights reserved. *CURRENT JOBS IN MANAGEMENT AND BUSINESS* is published the third Friday of each month. Subscription rate is \$49.50 for twelve issues. Neither the lister nor the publisher will be responsible for misinformation, misprints, typographical errors, etc., herein contained.

The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

Paid Advertisement:

INDEPENDENT MARKETING REPRESENTATIVE. Start your own business, earn residual income, position yourself for explosive growth in VoIP industry. Work where, when you want. No inventory or quotas. For info, contact Angela Hayes, 678-361-6764; email ashenterprise09@5linx.net.

East/Northeast

DONOR RELATIONS MANAGER. Assist w/ fundraising, outreach with private sector, foundation representatives, individuals, implement prospect identification, cultivation, solicitation, write grants, proposals. Req BA/BS, exp in fundraising, corporate development, association mgmt, corporate relations, record of developing, implementing fundraising strategies, meeting revenue targets, proposal writing exp, excel writing, orgz, communication skills, desktop publishing exp, pref MA/MS. Apply online to Amideast, Washington, DC, www.amideast.org/forms/aeoo/. No phone calls.

AREA COORDINATOR. Begin 07/06/09. Recruit, train, supervise, evaluate residence life coordinators, resident directors, resident assistants, assist w/ housing operations, counsel students, address violations of college policies, work w/ housekeeping, maintenance staff, campus police, student activities. Req BA/BS, resident life exp, strong leadership, admin, supervisory, communication, orgz skills, pref MA/MS college student personnel/higher education admin/rel. Resume/ltr/3 professional refs to Tyrone Newsome, Office of Residence Life and Housing, Becker College, 61 Sever Street, Worcester, MA 01609; fax 508-849-5175; email tyrone.newsome@becker.edu.

ASSISTANT DIRECTOR OF STUDENT AFFAIRS. Live-on, FT position. Develop, admin co-curricular activities, services, project mgmt, assessment. Req MA/MS higher education/student personnel/rel, know student affairs, women's education, diversity initiatives, 1 yr admin, student programming exp, strong writing, communication, resolution skills. Resume/ltr/sal req/3 professional refs to Chatham University, Attn: HR Dept, Position #1173, Woodland Road, Pittsburgh, PA 15232; www.chatham.edu; email chathr@chatham.edu.

OPERATIONS ASSOCIATE. Coordinate, manage orgz systems, functions incl finance, human resources, technology, admin, handle daily operations. Orient new members of team, coordinate staff meetings, events. Req BA/BS/equiv, 1-2 yrs exp, excel orgz, communication, customer service skills, know MS Office, Word, Excel. Upload resume/ltr in Word format to Kathryn Price, New Profit Inc, Cambridge, MA, <http://jobs.cgcareers.org/application.aspx?id=1391>.

MEDIA RELATIONS LIAISON. Develop media plans, pitch stories, prepare fact sheets, draft press materials, dept correspondence, review/edit press releases for posting on website, prepare daily news summaries, coordinate meetings, conferences, press events, post/distribute press releases, proof media documents. Req BA/BS, 1 yr professional PR/media exp, strong media judgment, know current events, strong writing, editing, communication, word processing, database, internet research skills, know Excel, MS Word, Outlook, pref interest in civil liberties, civil rights, exp w/ advocacy campaigns. Resume/ltr/sal req/max 3-page writing sample/3 refs to Human Resources, Re: [COMM-29/NPJ], American Civil Liberties Union, 125 Broad Street, 18th Floor, New York, NY 10004; email hrjobs@aclu.org (subj: COMM-29/NPJ). App ddl 05/27/09.

PROGRAM OFFICER. Manage financial investment structuring, underwrite individual transactions, assist in presenting investments to credit committee, underwrite facilities financings for individual schools in certain program areas, research/write publications, manage portfolio of charter school loans, develop mktg materials. Req BA/BS, 3 yrs professional exp in finance/rel, know community development, real estate finance, charter school facilities, underwriting or project financing, financial modeling exp, MS Excel, analytical, writing skills, pref MBA. Resume/ltr to Melody Mulrain, Local Initiatives Support Corp, 501 Seventh Avenue, 7th Floor, New York, NY 10018; fax 212-687-2698; email mmulrain@lisc.org.

EVENTS SPECIALIST. Market, create events, fundraisers, call existing sponsors, past attendees, potential new attendees, create ad journals, brochures, signage material, check host sites for each event. Req excel people, communication, orgz, negotiation skills. For info contact Touch the World Ministries, Allendale, NJ, www.youthspecialties.com/jobbank/jobs/openings/show.php?id=14351.

HUMAN RESOURCES ASSISTANT. Coordinate recruiting, resume screening, orientation, benefits admin. Req BA/BS rel field or 2 yrs HR admin exp, orgz, word processing, spreadsheet skills, pref intl exp. Apply to Walton-Thomas International, 818 18th Street NW, #600, Washington, DC 20006; www.net-temps.com/job/t5i9/HR01/human_resources_assistant.html?r=localCareers.

ASSISTANT DIRECTOR OF OPERATIONS, ASSIGNMENTS & DINING PROGRAMS. Manage housing applications, billing, occupancy recordkeeping, resp for room assignments, meal plans, room changes, billing, develop short/long-term projections for mgmt review, handle rel publications, design website content, web-based applications. Req MA/MS education/biz/rel, 2-4 yrs exp in housing field, computer exp. Apply online to American University, Washington, DC, www.american.edu/hr/FT-staff-openings.cfm.

PROGRAM COORDINATOR. Provide program support, assistance, ongoing communication w/ scholars in Pakistan, US, administer project finances, budget, orgz intl exchanges, trainings, workshops, assist in prep of quarterly reports for USAID, manage project website, new media communication strategies. Req BA/BS, 2 yrs exp in project admin, grant mgmt, exp writing grant proposals, draft promotional materials, excel writing, communication skills, pref know intl human rights law, gender equity, know Urdu or Pashto. Apply online to Washington College of Law, American University, Washington, DC, www.american.edu/hr/FT-staff-openings.cfm. App ddl 05/22/09.

REGISTRAR/INVENTORY MANAGER. Maintain, update physical inventory of artworks, visit offsite warehouse weekly to pick up/return inventory, update prices, location on daily basis, oversee domestic, intl shipping, prepare checklists for exhibits, art fairs, prepare monthly, annual sales reports, process consignment, loan agreements, oversee framing. Req excel orgz, communication skills, know MS Word, WP, Artsystems, Photoshop, Excel, pref art handling/rel exp, 1 yr exp in contemp art gallery. Email resume/ltr to Marlborough Graphics, New York, NY, kschmidt@marlboroughgallery.com. No phone calls.

ASSOCIATE MANAGER, FUNDRAISING & SPECIAL EVENTS. Execute, manage special events, meet fundraising goals, cultivate volunteers, coordinate logistics, sponsorships, secure mktg for events. Req 2 yrs exp w/ voluntary health agencies, orgz, interpersonal, communication, presentation, computer skills, pref BA/BS. Local travel. Apply online to American Diabetes Association, Providence, RI, http://ada.hodesiq.com/apply_online_1.asp?jobid=1538706&emid=2659.

SOCIAL WORKER/NETWORK DIRECTOR. Deal w/ families in crisis, assist w/ move from homelessness to permanent living arrangements. Req strong admin skills, ability to work w/ public, faith-based orgzs, compassion. Email resume/tr to Family Promise of Salem County, Salem, NJ, salemcountyfamilypromise@gmail.com; www.familypromise.org.

LEARNING AND COMMUNICATIONS MANAGER. Manage field program participants, engage them in climate change, sustainability issues, provide case studies from regional climate center, monitor, evaluate program, assist w/ media, outreach optys for program. Req excel verbal presentation, communication, writing, orgz, logistics skills, exp facilitating group learning/development, pref exp delivering experiential learning programs, PR/communications exp. Email resume/tr to Earthwatch Institute, Edgewater, MD, HR@earthwatch.org (subj: Learning and Communications Manager). No phone calls.

SALES AGENT/ACCOUNT EXECUTIVE. Represent speakers from politics, biz, journalism to biz, associations, nonprofits, educational groups, develop, implement targeted mktg plans, service existing meeting planner clients. Req BA/BS, 2-3 yrs biz exp, excel communication, interpersonal skills, ability to negotiate, close deals, create/edit written materials, know politics, current affairs, biz trends. Apply online to The Harry Walker Agency, Inc, New York, NY, www.mediabistro.com/joblistings/jobview.asp?joind=89252&page=1.

FEDERAL HR TRANSFORMATION CONSULTANT. Advise clients on how to maximize efficiency, effectiveness of HR service delivery model, operation of HR function, advise on insourcing, outsourcing, offshore solutions. Req BA/BS, 1 yr consulting exp, 1 yr exp in HR biz process design, service delivery strategy, outsourcing advisory, shared service center design, implementation, exp in federal industry, eligibility for US security clearance, pref exp executing project plans on complex HR engagements from analysis thru implementation. Apply online to Deloitte Consulting LLP, Washington, DC, http://careers.deloitte.com/united-states/experienced-professionals/opportunities.aspx?sub_pg=Jobsearch&CountryID=1&PageResulits=100.

ASSOCIATE, INTERNATIONAL EXECUTIVE SERVICES. Review, analyze tax, accounting info, prepare written correspondence on individual tax issues impacting co's expatriate employees, conduct tax research rel to expatriate employees, prepare payroll, tax, intl assignment cost projection calculations, prepare draft correspondence w/ IRS, conduct meetings w/ expatriate taxpayers. Req BA/BS, 1 yr exp in expatriate or individual tax, exp at accounting firm, analytical skills. Apply online to KPMG, Short Hills, NJ, <http://jobsearch.kpmg.newjobs.com/getjob.asp?JobID=80789896&AVSDM=2009-05-04+02%3A38%3A00&Logo=0&>

ACCOUNT MANAGER-ONLINE ADVERTISING. Define solutions for clients' strategic initiatives, prepare presentations, reports, market research, manage creative swaps/rotations, coordinate/participate in campaign launch meetings, update meetings, assist w/ billing, financial reconciliation activities. Req BA/BS, 2 yrs interactive advertising exp in client services role, excel client facing skills in acct mgmt, know site tagging, excel communication, analytical skills, pref Excel skills. Apply online to Akamai Technologies, Inc, New York, NY, <http://track.tmpservice.com/ApplyClick.aspx?id=805743-1789-6672>.

PAID SEARCH MANAGER. Provide services to large advertisers, ensure search mktg programs are tasked properly, completed as scheduled, develop long-term execution plans from clients' biz objectives, track progress, execution of program plans. Req BA/BS, 1-3 yrs paid search exp, orgz, analytical, leadership, communication skills, strategic insight, ability to facilitate forecasting, budgeting, campaign creation. Email resume/tr to resumes@epicsearchpartners.com (subj: ESP 1101); www.epicsearchpartners.com. Pos in New York, NY.

MANAGING EDITOR OF NEWS & INVESTING. Oversee daily coverage of news, investing content. Req passion for financial news, investing, excel news judgment, ability to work w/ editors, outside writers/bloggers/content partners, writing, internet skills, pref online publishing exp. Apply online to Yahoo! Finance, New York, NY, https://yahoo.recruitmax.com/MAIN/careerportal/Job_Profile.cfm?szUniquID=99566363-c2f7-49b4-b85a-2feafca8d1d1&szOrderID=21453.

EDUCATION POLICY ANALYST. Plan, implement economic education, financial literacy efforts for students, adults in both school, nontraditional settings, implement, launch innovative programs, promote collaboration within NY Fed, rest of Federal Reserve System, evaluate, synthesize research in economics, education, financial literacy, create assessment tools, analyze program outcomes, devise ways to improve teacher education, preparedness, plan, coordinate conferences, meetings. Req MA/MS economics w/ advanced courses in microeconomics, macroeconomics, statistics, background/interest in education policy, education research, strong project mgmt, communication, problem-solving skills, pref direct research exp. Apply online to Federal Reserve Bank, New York, NY, <http://jobview.monster.com/GetJob.aspx?JobID=80822610&from=indeed>.

STAFFING MANAGER. Req excel communication, presentation, problem-solving skills, 2 yrs staffing/admin/rel exp, pref BA/BS. Resume/tr to OfficeTeam, 4 Campus Drive, 3rd Floor, Parsippany, NJ 07054; email 13975764.270@jobfrenzy1.com.

CONTRACT SPECIALIST. Pre-award acquisition planning, documentation, soliciting, planning, negotiating, administration, closeout, acquire products/services in cost-effective manner, admin duties on contracts. Req BA/BS, min 3.0 GPA, strong analytical, problem-solving, customer service skills, pref biz/biz-rel degree. \$54.8K-\$72.2K. Apply online to Central Intelligence Agency, Washington, DC, www.cia.gov/careers/jobs/view-all-jobs/contract-specialist-entry-level.html.

HUMAN RESOURCE ADMINISTRATOR. Provide routine human resource info, guidance to managers on HR policies, procedures, post internal vacancy notices, track applicants, prepare reports, maintain HR data, records, process employee pay, leave entitlements, calculate pay adjustments, provide responses to customer service requests, provide basic recruitment, processing info to applicants, agency managers on hiring policies. Req BA/BS, 1 yr HR exp or AA/AS, 3 yrs HR exp, strong customer service, communication skills, know Excel, PowerPoint, MS Word, pref exp in HR admin functions. Apply online to Central Intelligence Agency, Washington, DC, www.cia.gov/careers/jobs/view-all-jobs/human-resource-administrator.html.

EQUITY RESEARCHER. Analyze, maintain, process data for companies in European, Middle Eastern, African, Latin American regions, work w/ analyst estimates of co's future performance, co earnings releases, in-depth fundamental research on co accounts. Req BA/BS, ability to work w/ clients in financial industry, research, analytical skills, fluent German, pref MBA/CFA, industry sector specialization, exp working w/ accounting, financial statements. Apply online to Bloomberg, Skillman, NJ, <http://careers.bloomberg.com/hire/jobs/job23063.html>.

FUNDRAISING EVENTS PRODUCER. Coordinate fundraising, donor cultivation events, develop corporate partnerships, coordinate annual jazz gala incl event production, logistics, invitations, mailing lists, gala program, in-kind giving, gift bags, budgeting, database mgmt, coordinate receptions, administer corporate membership program. Req event production exp, excel orgz skills, pref 3-5 yrs exp in nonprofit special events at cultural institution, know jazz/rel musical art forms. Email resume/tr to WBGO Jazz 88, Newark, NJ, aniles@wbgo.org.

RETAIL ACCOUNT EXECUTIVE. Develop new client relationships thru cold calling, networking, referrals from existing clients, pursue direct advertising accounts, develop small biz clients. Req BA/BS, 2 yrs sales exp, vehicle. Commission based position. Apply online to CBS Radio, New York, NY, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^ijenHc9U0Da/OelohuViYqvTlXwPegqIFORGGT0pm4tw/M3dvnjF5v8Rns5yuTgi3Eslp_rhcUDv75FgT_C_R_L_Fu93Dslp_rhc_aA0VYCT/ANCXgslp_rhc_kyUxhJGvdQNC=&jobId=71900&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=71900_5129&GOID=0.

MANAGER, STRATEGIC SOURCING. Lead development, execution of spend category mgmt strategies to drive cost savings, manage competitive events incl auctions, RFPs, leverage e-biz tools, manage negotiations, relationships w/ suppliers, develop, execute implementation plans for support of programs w/ new suppliers, manage ongoing quality improvement, expedite critical supply reqs. Req BA/BS, strong analytical, biz process analysis, problem-solving, contract mgmt, negotiation, communication skills, strong biz acumen, exp in multiple biz sectors/spend categories, pref Continuous Improvement or Six Sigma methodology exp. Apply online to CBS Corporate, New York, NY, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^ijenHc9U0Da/OelohuViYqvTlXwPegqIFORGGT0pm4tw/M3dvnjF5v8Rns5yuTgi3Eslp_rhcUDv75FgT_C_R_L_Fu93Dslp_rhc_aA0VYCT/ANCXgslp_rhc_kyUxhJGvdQNC=&jobId=139221&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=139221_5129&GOID=0.

COORDINATOR, OVERSEAS INITIATIVES, EUROPE AND ASIA. Identify strategic opportunities to leverage new, existing technologies, identify needs of European division, build tools to satisfy needs, manage ongoing admin functions incl set-up, content updates, assist in development of new stateside tools. Req BA/BS, 1 yr exp in web design, graphic design, Flash skills, strong technical knowledge, excel orgz, communication, interpersonal skills, know MS Office, pref sales exp, know WebTycho, MYUMUC, PeopleSoft, Goldmine. Alternative hours reqd to accommodate time difference. Apply online to University of Maryland University College, Adelphia, MD, www.umuc.edu/employ.shtml.

DIRECTOR, AUDIENCE DEVELOPMENT. Consumer mktg, partnership mgmt, informal outreach across third party sites, social web, analyze traffic, usage patterns among key audience segments, manage syndication relationships w/ third party partners, develop BBC news communities in social media space, handle consumer mktg initiatives incl SEM, online advertising, promotions. Req exp creating, executing, managing mktg plans. Submit resume/tr online to BBC America, New York, NY, www.bbcamerica.com/employment.jsp.

SALES PLANNER. Compose sales presentations, proposals for client, negotiate w/ agency buyers on deals by phone, search for new biz from leads generated by market contacts, trade press, own initiatives. Req excel communication, orgz, research skills, strong initiative, know US advertising environment. Submit resume/tr online to BBC America, New York, NY, www.bbcamerica.com/employment.jsp.

GROSS MARGIN ANALYST. Assist in development of financial targets, analyze data rel to merchant plans, monthly forecasts, analyze, report on age of inventory, assist w/ merchant training, work w/ buyers/planners on exit strategy for aged inventory to limit liability of end of season markdown accruals. Req strong analytical, communication skills, know Excel, Word, Lotus Notes, pref 2-4 yrs retail buying/planning exp. Apply online to Macys, New York, NY, https://macys.taleo.net/careersection/macys_support_jsa_career_section/jobdetail.ftl?lang=en&job=39339&src=JB-10420.

South/Southeast

MEMBER SERVICES MEDICARE APPEALS ANALYST. Handle member appeals cases to ensure compliance w/ external reqs, internal service goals, maintain privacy, confidentiality of info, protect assets of orgz, report noncompliance, adhere to federal, state, local laws, regs, licenser reqs. Req HS grad, college level courses incl writing/mktg/biz admin, 2 yrs appeals/correspondence exp in health insurance environment or 1 yr exp in co's member services, decision making, problem-solving skills, pref BA/BS, know MACCESS. Apply online to Kaiser Permanente, Rockville, MD, <http://kaiserext.kaiserpermanentejobs.org/viewjob.html?optlink-view=view-1141342&ERFormID=newjoblist&ERFormCode=any>.

HUMAN RESOURCES CONSULTANT. Implement human resource policies, employee relations strategies, advise managers, supervisors on HR issues, review effectiveness of HR policies, review corrective actions for compliance w/ law, biz unit policy, conduct exit interviews, document results, identify training needs, assist in developing, conducting training programs for mgmt, staff. Req 2 yrs HR exp w/ 1 yr employee relations exp or MA/MS HR/rel + 1 yr HR exp, PC skills. Apply online to UPMC Cancer Centers, Pittsburgh, PA, https://upmcjobs.upmc.com/psc/extapp/EMPLOYEE/HRMS/c/HRS_HRA_M.HRS_CE.GBL?JobOpeningId=1048985&SiteId=2&Page=HRS_CE_JOB_DTL&.

HUMAN RESOURCES SPECIALIST. Coordinate, oversee daily employee relations activities, programs at Newark Intl Airport, assist federal security director, admin officer w/ operational support, mgmt advisory services, advise on grievance, performance, conduct issues requiring informal counseling or formal action. Req 1 yr specialized exp incl operational support or advisory services in min 1 of employee relations, position classification, compensation/pay, employee benefits, position mgmt, personnel processing, recruitment, staffing. Apply online to Transportation Security Administration, Newark, NJ, <http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=80875154&TabNum=1&rc=3>. App ddl 05/22/09.

ASSOCIATE PROCUREMENT AND LOGISTICS OFFICER. Procure goods, services for worldwide programs, prepare contracts, purchase orders, prepare invoices for payment, enter purchase orders for field procurements, consultant invoices, prepare export documents, coordinate logistics activities, monitor/track procurements, shipments, conduct product, source of supply research, assist w/ database maintenance. Req BA/BS, 2 yrs admin, procurement, finance/accounting or customer service exp, customer service, analytical, orgz, communication skills, exp w/ word processing, database, spreadsheet software, pref fluent Spanish or French, know intl health issues. Apply online at Population Services International, Washington, DC, www.psi.org. No phone calls, emails. App ddl 05/31/09. (From 04/17/09 issue)

INDIVIDUAL DONOR MANAGER. Manage cultivation, solicitation, stewardship of individual donors of \$1K+, coordinate donor visits, coordinate report, proposal, info mailings, plan dinners, receptions, special events, draft donor solicitation letters, track, analyze acquisition, renewal campaign results, prepare, manage budgets, monthly income reports, cost analyses. Req BA/BS rel field, excel analytical, editing, proofing, orgz skills, know MS Office, pref know database mgmt, membership systems, Raiser's Edge. Resume/ltr to Survivor Corps, Attn: Dev/Indonmgr, 2100 M Street NW, #302, Washington, DC 20037; email employment@survivorcorps.org. App ddl 05/29/09. (From 04/17/09 issue)

CONTRACTS AND GRANT ADMINISTRATOR. Work w/ staff in DC, Africa to support administration of grants, cooperative agreements, guide, facilitate staff in development, prep of cooperative agreements/grant, budgets, amendments, donor approvals, analyze, evaluate budget submissions for correct calculation of expenditure categories, maintain awareness of US govt regs, policies, guidelines, changes rel to admin of USAID, CDC funded cooperative agreements. Req BA/BS, 3 yrs exp in admin of US govt funded projects, know US govt grant mgmt regs, policies, excel orgz, computer, word processing, spreadsheet skills, pref exp w/ intl nonprofit orgz, know contracts, fluent French or Portuguese. For info contact Elizabeth Glaser Pediatric AIDS Foundation, 1140 Connecticut Avenue NW, #200, Washington, DC 20036; www.pedaids.org; email hrcd@pedaids.org. App ddl 05/30/09. (From 04/17/09 issue)

GRANT ACCOUNT MANAGER. Oversee financial mgmt of govt, private grants, interview grant account applicants, prepare, review budgets for programs, new initiatives, oversee collection of outstanding funding receivables for grants, oversee budget process, supervise, monitor contracts, prepare cost analysis, projections. Req BA/BS accounting/finance/biz admin, 3-5 yrs exp, know FundWare, MS Excel, accounting systems, strong time mgmt, interpersonal skills, pref MA/MS accounting/finance/biz admin. Email resume/ltr to Safe Horizon, New York, NY, financejobs@safehorizon.org (subj: Grant Account Manager). App ddl 05/25/09. (From 04/17/09 issue)

ASSOCIATE DIRECTOR FOR ANNUAL GIVING. Plan, execute annual giving program, identify, cultivate, steward major donor prospects, oversee major donor cultivation, increase alumni participation, giving, identify, inform donors of corporate matching gift programs, produce, copy, mail, file response letters. Req excel interpersonal, orgz skills, ability to work in diverse school environment, pref fluent Eng/French. Email resume/ltr/sal req/writing sample to Lycee Francais de New York, 505 East 75th Street, New York, NY 10021, shunt@lfny.org; www.lfny.org. App ddl 05/26/09. (From 04/17/09 issue)

REGIONAL STAFFING MANAGER. Source quality candidates in cost effective manner, work w/ field hiring managers to attract, motivate, retain quality workforce. Req 2 yrs HR generalist exp, 1 yr exp in staffing function in retail industry. Apply online to Citi Trends, Atlanta, GA, www.jobs4hr.com/seekers/search/details.cfm?jn=3586905&searchword.

MEMBERSHIP SPECIALIST. Recruit, retain girl/adult members, support financial goals by working w/ volunteers, develop/increase girl membership, promote image of Girl Scouting in community, develop volunteers, facilitate council fundraising. Req exp in orgzng, managing volunteers, staff, community orgz, community orgz exp, strong communication, conflict mgmt skills, driver's license, US citizen, pref Spanish language skills. Apply online to Girl Scouts of Greater Atlanta, Inc., Atlanta, GA, www.opportunityknocks.org/JobSeekerX/ViewJob.asp?JobID=%2FZaLzN_A6VqvgAJO6osMJae41%2F67A.

SENIOR PROGRAM SPECIALIST. Manage basin advisory councils, recruit members, plan meetings, document meetings, develop newsletters, annual report, conduct public hearings, maintain database of contacts, plan workshops, admin duties. Req BA/BS environmental planning/public admin/biz/rel, 2 yrs exp, exp working w/ govt agency, intergovt groups, know govt relations, meeting facilitation, educational campaigns, strong communication, orgz, PC skills, driver's license, pref MA/MS, know water quality, wastewater mgmt, watershed mgmt, water supply/water conservation. Low \$40s. Apply online to Environmental Planning Division, Metropolitan North Georgia Water Planning District, Atlanta, GA, www.atlantaregional.com/cyberrecruiter/careers.aspx.

FOOD BUSINESS PARTNER. Coach stores on delivering financial objectives in food service areas, ensure training, implementation, execution of new, existing food programs, processes performing to food service/grocery production control, inventory control, coach store teams on food safety program, conduct scheduled, unscheduled visits to all stores. Apply online to Target Stores, Mandeville, LA, https://careers.target.com/EN/asp/tg/cim_jobdetail.asp?SID=^AdLhX2R5_VnNTikPO/Yzb6wT1Lvz8o55un2UflSgXYQGBh/6u2D37mlyV0pZFuPO0ZDtqUnUAPPVI_C_R_L_F_xXHvFgNW0OJZPpJfHEROLB2IdTqIwqg=&jobId=926664&type=search&JobReqLang=1&recordstart=1&JobSiteId=68&JobSiteInfo=926664_68&GQID=0.

WRITER/PRODUCER. Produce line-up, layout of newscast, execute format, orgz, coordinate w/ other depts, write news, distribute final scripts, write/edit topical news promotional spots, post content to web, email alerts, text message subscribers. Req BA/BS journalism/communications/rel, know journalistic standards rel to on-air presentation of news stories, know computers, pref exp as promotion writer/producer at TV or cable operation. Resume/ltr/tape/writing samples to WJTV-TV 12, HR Dept, 1820 TV Road, Jackson, MS 39204-4148; email hr@wjtv.com.

LOGISTICS AND CLAIMS ANALYST. Monitor freight audit/payment partner activity for cost control purposes, carrier payment, prepare analysis to compare freight carrier reported volumes, 3PL reported volumes, freight bill audit co's volumes, develop reporting to track average outbound package weight, units per carton, cost per pkg to identify trends, monitor, highlight accessorial cost optys, monitor supply chain functions, process claims for onboard carriers, inbound domestic carriers. Req AA/AS, strong PC, analytical, problem-solving, presentation, communication skills, know MS Office, pref retail/mfg exp. Apply online to Disney Store North America, Memphis, TN, www.DCPCareers.com.

ACCOUNT EXECUTIVE. Sell local advertising, sponsorships, events, meet monthly local revenue goals, present radio media schedules, appearance pkgs, sales promotions, sponsorship optys to new, existing clients, prepare sales plans, supervise sold programs thru execution, collection stage. Req BA/BS, 2 yrs sales exp, know Outlook, Word, PowerPoint, Excel, pref exp w/ children's mktg, sales promotion, special events sales, media sales. Apply online to Radio Disney, Tampa, FL, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=189436&szReturnToSearch=1&szWordsToHighlight.

ADVERTISING COORDINATOR. Facilitate insertion orders, support ongoing relationships w/ external advertising partners, assist in creating product req documents, implementation plans, collect data, analyze operational metrics, support creation of online ad sales materials, collateral, presentations, validate campaign launches, maintain ad operations process, pull performance reports, provide customer service. Req BA/BS, strong communication analytical, problem-solving, presentation skills, know MS Office, interest in advertising, digital media industry. Apply online to Time Warner Cable, Herndon, VA, www.timewarnercable.com/Corporate/about/careers/.

ASSISTANT CASINO SHIFT MANAGER. Oversee table games, slot operations on specified shift in absence of shift manager, ensure successful casino operations. Req know internal controls, gaming regs, operations incl games/slot operations, strong leadership, project mgmt, time mgmt, customer service, mentoring skills. Apply online to Harrah's Tunica, Robinsonville, MS, https://harrahs.hodesiq.com/careers/job_detail.asp?JobID=1564154.

GENERAL RESEARCH & ANALYSIS I. Support special purpose software applications, process data gathered from customer cable system, incorporate data into analysis database. Req BA/BS rel, active TS/SCI w/ full scope polygraph, know MS Access, Lotus Notes, Windows NT desktop tools, data entry, interpersonal skills. For info contact Northrop Grumman, McLean, VA, www.careers.northropgrumman.com.

MARKETING OPERATIONS SPECIALIST. Assist clients in support of campaigns, mktg initiatives, manage inbound help desk, mktg operations requests from clients, assist sales dept, relationship managers in promoting products, mktg services, improve campaign delivery processes. Req direct mktg, customer service exp, know email mktg tools, campaign mgmt tools, exp handling sensitive consumer data, orgz, time mgmt, interpersonal skills. Apply online to Intuit, Norcross, GA, www.intuit.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=67832&CurrentPage=5.

CONFERENCE MANAGER. Manage, coordinate, facilitate conferences, events, create/manage conference event budget lines, develop conference time lines/action calendars, create/send/track status of speaker agreements, collect speaker bios, photos, arrange travel for speakers, maintain conference info on website, track conference session registration info. Req BA/BS, 2-3 yrs direct conference/event mgmt exp, know MS Office, Word, PowerPoint, Excel. 35% travel. Apply online to Nielsen Business Media, Alpharetta, GA, <https://nielsen.taleo.net/careersection/3/jobdetail.ftl?lang=en&job=20269>.

BUYER-INDIRECT AND PACKAGING. Purchase indirect materials, services, support new product launches from concept to delivery, work to improve vendor performance, assist sourcing managers to develop policies, procedures, documentation, analyze problems. Req BA/BS biz-rel, 2-3 yrs exp, communication, negotiation skills, pref APICS, CPIM, CPM certification, project development exp, MRP/SAP exp. Apply online to Rubbermaid Food and Home Products, Huntersville, NC, <https://nwl.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=84900&src=JB-10340>.

ASSOCIATE QUALITY & PROCESS CONTROL SUPERVISOR. Manage, coordinate all quality aspects of dept, train, supervise quality control auditors, oversee compliance w/ sanitation standard operating procedures, food safety programs, verify product labeling, implement HACCP program, collect/analyze process data, act as co liaison to USDA. Req BA/BS food science/food technology/animal science/meat science/agricultural biz/industrial mgmt/math/rel, min 2.7 GPA, US citizen, leadership, communication skills. Apply online to Hormel Foods, Tucker, GA, http://hormelfoods.myvurv.com/MAIN/careerportal/Job_Profile.cfm?szOrderID=158&szReturnToSearch=1&szWordsToHighlight.

Midwest

DISTRIBUTION SUPERVISOR. Staff, train, evaluate, develop team members, ensure adherence to delivery standards, efficiencies, regulatory reqs, manage drivers' delivery schedules, manage budget, resolve customer issues. Req HS grad, 1-3 yrs exp in consumer products/direct store delivery, exp managing people/budgets, computer, database application skills, know DOT regs, pref BA/BS, CDL. Apply online to Coca-Cola Enterprises, Alsip, IL, <https://cce.recruitmax.com/Eng/Candidates/default.cfm?szCategory=jobpr ofile&szOrderID=120771&szReferralCode=SAL>.

BUSINESS PROCESS CONSULTANT. Assist w/ cost savings, tracking, market trend analysis, provide commodity specific market forecasting expertise, trend analysis, provide analytical support to negotiation efforts w/ suppliers. Req BA/BS finance, 2-4 yrs exp, strong Excel, Access, problem-solving skills, pref Peoplesoft, Spend Management software exp. Apply online to Wellpoint, Indianapolis, IN, http://hispanic-jobs.com/view.php?job_id=64584&type=search&auth_sess=531f81e783a65b00b38489771d5cc10b&ref=d97683104fef9cd67306e81a6.

ASSISTANT DIRECTOR, CULTURAL CENTER. Begin 07/01/09. Represent center at events, coordinate campus-wide educational, awareness programs, supervise summer programs, oversee office publications, dept reports. Req MA/MS by 09/01/09, programming, orgz, communication, program development skills, pref 1 yr exp as grad assistant or professional exp in higher education in student affairs admin. Resume/ltr/transcripts/3 refs to Patricia Lovett, Director, Multicultural Center, Ball State University, Muncie, IN 47306; www.bsui.edu/multiculturalcenter.

INTERVENTION RESEARCH AND DATA COORDINATOR. 07/01/09-06/30/10. Coordinate, monitor research, data collection for development, implementation of reading assessment, monitoring tools, evidence-based curriculum, training programs, coordinate, monitor system development for sound data gathering, compilation, work w/ parent groups. Req BA/BS, project mgmt exp, exp w/ community hearings, excel communication skills, pref know IN school system, teacher accreditation process. Resume/ltr/transcript of most recent degree/3 ref to Dr. Daena Richmond, Indiana Education Project, Ball State University, Muncie, IN 47306; www.bsui.edu.

ASSOCIATE CIRCULATION MANAGER. Manage direct mail, identify target audience for circulation acquisition, recommend, execute creative test plans for assigned programs, create mail plans, analyze results, performance of mailings. Req BA/BS mktg/biz/rel, strong orgz, computer, technology skills, 2 yrs exp in circulation/direct mktg, exp w/ profit/loss analysis, direct mail plans, know Excel, Word. Apply online to Readers Digest, Greendale, WI, https://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=201677&company_id=15964&version=2&source=ONLINE&jobOwner=964792&aid=1.

RESEARCH PRODUCT ANALYST. Develop insurance products, research new ideas to improve product offerings, conduct project work, perform ad hoc analysis, prepare data, perform statistical analysis. Req BA/BS statistics/math/rel analytical area, advanced statistical analysis skills, strong analytical, problem-solving, presentation, programming skills, pref MA/MS, SAS programming exp. Apply online to Commercial Auto Research & Development Group, Progressive Insurance, Highland Heights, OH, https://progressivece7.recruitmax.com/MAIN/careerportal/Job_Profile.cfm?szOrderID=28478&szReturnToSearch=1&szWordsToHighlight.

EDITORIAL MANAGER. Direct multiple product development programs, editorial projects, review copy, monitor language trends, hot topics, consumer trends, provide substantive editing, developmental guidance to editors, writers. Req BA/BS, 3 yrs supervisory/mgmt exp, excel writing, interpersonal communication skills, exp in production editing, reviewing, editing author input for new, existing copy, pref MA/MS Eng/creative writing. Apply online to American Greetings Corporation, Cleveland, OH, <http://corporate.americangreetings.com/careers/whoweare.html>.

MANAGER, NATIONAL/LOCAL INSURANCE. Negotiate contracts w/ third party payors to maximize sales, profitability, develop strategic plans to increase co's share of third party clinic market, identify optys to improve third party profitability. Req BA/BS, strong analytical, strategic, cognitive, communication skills, know healthcare offerings, pref MA/MS, managed care exp. Apply online to Target HQ, Minneapolis, MN, https://careers.target.com/EN/asp/tg/cim_jobdetail.asp?SID=^AdLhX2R5VnNTikPO/Yzb6wT1Lvz8o55un2Uf1SgXYQGBh/6u2D37mlyV0pZFuPO0ZDtiqOnUAPPVI_C_R_L_F_xXHvFeNW0OJZPpdJfEROLB2idIqlwg=&jobId=919104&type=search&JobReqLang=1&recordstart=1&JobSiteId=68&JobSiteInfo=919104_68&GQid=0.

DIGITAL MANAGER. Create, execute digital-specific content plans, handle digital media efforts in info, advertising. Req BA/BS, emphasis in content, mktg, mgmt, rel, strong leadership, team-building, communication, negotiation skills, know digital culture. Resume/ltr/refs to Jean Healy, Human Resource Director, Argus Leader, PO Box 5034, 200 S. Minnesota Avenue, Sioux Falls, SD 57117-5034; email hremployment@argusleader.com.

COMMUNICATIONS & SPECIAL PROGRAMS SUPERVISOR. Assist in development, execution, communication of PR, program strategies/plans to build awareness, extend reach, drive donations, cultivate understanding of brand, identify resources from donors, post content on website, manage fileshare database, ensure proper use of trademarks, logos, producer's licenses. Req BA/BS mktg/communications/rel, 2 yrs exp in mktg, agency setting, PR, communications, media relations, project mgmt, website communications, persuasive writing skills. Apply online to Ronald McDonald House Charities, Oak Brook, IL, <http://sh.webhire.com/servlet/av/jd?ai=491&ji=2330282&sn=1>.

ANALYST. Create deliverables for biz meetings, create standard reporting, coordinate collection, aggregation of info to support analysis, assist w/ documentation, implementation, mgmt of project processes, project reporting, assist in managing communication plans, status, issues. Req BA/BS technical, biz discipline/1 yr biz exp, know Excel, Access, PowerPoint, negotiation, facilitation skills, know systems development life cycles, pref MA/MS, multilingual. For info contact Aon, Chicago, IL, www.aon.com.

INTERACTIVE MARKETING SPECIALIST. Set up, test, deploy segmented email mktg programs, execute pay-per-click lead generation campaigns, work w/ clients. Req 2-3 yrs exp in interactive-rel services, web development, exp using html editors, exp w/ classic html code, know Photoshop, Illustrator, MS Office. Email resume/ltr/online portfolio link to Johnathan Crawford, Data Dog Interactive, Milwaukee, WI, jrcrawford@datadogmarketing.com (subj: Interactive Marketing Specialist-BSN).

AGENCY RESOURCE COORDINATOR. Serve as contact between food depository, members, promote development of member agencies, provide technical assistance, assist w/ grants, assist food compliance officers to ensure food safety. Req BA/BS, 1 yr social service, program mgmt exp, strong communication, interpersonal, problem-solving, orgz skills, know MS Office, driver's license, vehicle. Apply online to Greater Chicago Food Depository, Chicago, IL, <http://jobs-gcfd.icims.com/jobs/1054/job>.

ASSISTANT STORE MANAGER. Manage controllables, provide operational excellence, oversee financial performance incl daily sales, coach salespeople. Req BA/BS biz/rel, 2 yrs retail or service mgmt exp, 2 yrs retail operations exp, computer skills, strong selling techniques. Apply online to Nike Factory Store, Cincinnati, OH, www.nikebiz.com/careers/us/taleo.php?view=list.

SPECIALTIES PRODUCT PURCHASER. Process, coordinate purchase orders for hollow metal specialty products, analyze quotes, negotiate prices, vendor evaluation/selection, analyze, approve shop drawings, prepare purchase orders. Req BA/BS, pref mfg, construction-rel exp. Apply online to LaForce, Inc, Green Bay, WI, www.careerbuilder.com/JobSeeker/jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=J8H48B6Y52SY4NWN7W.

COST ESTIMATING ANALYST. Price, product cost volumes for proposals, assist in planning of cost volume, development of work breakdown structure, assist in analysis, creation of mgmt reviews, develop pricing models. Req BA/BS, 0-2 yrs exp, US citizen. Apply online to Northrop Grumman, Rolling Meadows, IL, <http://careers.northropgrumman.com/ExternalHorizonsWeb/getJobPostDetail.do?sequenceNumber=176074>.

ASSOCIATE BUYER. Execute sales, margin, inventory plans, monitor, respond to issues resulting from deviations in plan variances, identify, shop top competitors, recommend products to buyer, monitor industry, competitor market trends. Req BA/BS fashion merchandising/mktg/biz/rel, 2 yrs exp buying, planning, merchandising, product, analytical skills, know Excel, math skills. Apply online to Christopher & Banks, Plymouth, MN, https://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=210631&company_id=15985&version=1&source=ONLINE&jobOwner=971638&aid=1.

West/Southwest

BUSINESS ANALYST. Develop instructional, mktg, technical documentation, requirement statements, logical data, process designs for products. Req 2-5 yrs exp as analyst/project manager/technical writer, project leadership, orgz skills, exp dealing w/ clients, conflict resolution, know MS Office, pref BA/BS computer science/biz/English, exp w/ accounting, finance, general bookkeeping, internet development languages, multifamily real estate exp. Apply online to RealPage, Inc, San Francisco, CA, <http://www.realpage.com/Company/Jobs/default.asp?jb=671>.

ACCOUNT MANAGER. Handle relationship mgmt, corporate communication of account status, issue escalation, revenue retention/growth. Req 1 yr property mgmt exp, know property mgmt software, excel communication, project mgmt skills, ability to train new reps. Apply online to RealPage, Inc, Carrollton, TX, www.realpage.com/Company/Jobs/default.asp?jb=659.

CAMPAIGN MANAGER. Maintain momentum of movement to pass statewide ballot initiative to tax, regulate marijuana similarly to alcohol, build coalitions of orgz to end marijuana prohibition, manage signature drive, orgz grassroots efforts, oversee daily campaign operations, work w/ media. Req exp working on initiative and/or candidate campaigns, exp doing media interviews, strong political instincts, excel communication skills, pref ties to NV political/biz community, fluent Spanish. Email resume/tr to Marijuana Policy Project, Las Vegas, NV, resumes@mpp.org; www.mpp.org/jobs. App ddl 05/28/09.

EMPLOYMENT SPECIALIST. Provide disability mgmt/return to work services, obtain work release, medical treatment plan, assist claimants in developing resumes, conduct mock interviews w/ claimant, research/develop employer contacts to assist counselor, provide comprehensive case mgmt services to claimant, maintain documentation rel to case mgmt services. Req strong communication, negotiation skills, know state, local, federal laws rel to vocational rehab, pref BA/BS, 1-2 yrs exp in worker's comp, job placement, rel, know computers, bilingual Eng/Spanish. \$40.9K-\$61.4K. Apply online to Liberty Mutual, Pleasanton, CA, <https://lmgig.taleo.net/careersection/lmgigcorp/jobdetail.ftl>.

RECRUITING COORDINATOR. Schedule interviews, arrange travel for candidates, reserve conference rooms, prepare offer letters, process employee referrals, direct relocation of new employees, maintain resume database, act as liaison between temporary agencies, managers, assist w/ special projects. Req 2 yrs HR exp, 1 yr exp in customer service, sales, multitasking, project mgmt, event coordination, excel communication, computer skills, exp playing video games, pref BA/BS HR/industrial relations, psychology/sociology/communications/rel. Some travel. Apply online to Lucasfilm Entertainment Company, San Francisco, CA, www.lucasfilm.com/apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=1234&CurrentPage=1.

SPORT CATEGORY MANAGERS. Spearhead development of favorite sport category w/in online sports, become resident expert on product/skill rel questions for chosen sport. Req web design, sales promotion, sports industry exp. Resume/tr to Online Sports, Attn: Employment, 2060 Wineridge Place, Suite C, Escondido, CA 92029; email positions@onlinesports.com.

EVENTS AND OUTREACH COORDINATOR. Manage fundraising events, administrative support volunteer program. Req HS grad, 2 yrs event exp, pref AA/AS. Email resume/tr to Susan Dorsey, Executive Director, CASA Eldorado, Placerville, CA, director@casaeldorado.org.

POLICY ASSOCIATE. Contribute to policy analysis, research, development, build/strengthen partnerships to advance federal, state policy advocacy efforts. Req BA/BS energy/environment/public policy/economics/urban planning/labor relations/rel, exp in research/advocacy in min 1 of energy, environment, economic development, workforce development anti-poverty, excel research skills, know Green Economy, pref nonprofit exp. Email resume/tr/sal hist to Green For All, Oakland, CA, jobs@greenforall.org (subj: Policy Associate (National)); www.greenforall.org/about-us.

DIGITAL PROJECT MANAGER. Drive internal workflow process, manage multiple projects, create, define, develop statement of work for outside partners, track budget, project resources, manage internal project communications, identify, communicate potential issues, develop contingency plans. Req BA/BS, 2 yrs exp, orgz skills, digital project mgmt exp. Apply online to Sound Mind LLC, Woodland Hills, CA, www.showbizjobs.com/Sound_Mind_LLC/Digital_Project_Manager.html.

MANAGING EDITOR. Direct news/photo staff, columnists, stringers, resp for AM newspaper, website, special section/specialty publications. Req BA/BS journalism, know InDesign, layout, design skills. Resume/tr to Philip Vega, Publisher, Sierra Vista Herald, 102 Fab Avenue, Sierra Vista, AZ 85635; email Philip.vega@svherald.com.

PROJECT MANAGER. Develop strategic plan for implementation of collaboration of 6 university presses to create digital prototype, platform for scholarly books on New World archaeology topics, consult w/ archaeologists, develop biz plan for digital monograph prototype. Req BA/BS, know archaeology, publishing, computer programming or development, excel communication, orgz skills. Resume/tr to Darrin Pratt, Director, University Press of Colorado, 5589 Arapahoe Avenue, Suite 206C, Boulder, CO 80303; email darrin@upcolorado.com. Review begins 06/01/09.

ASSISTANT FINANCIAL CENTER MANAGER. Oversee sales, operations, personnel admin for center, assure delivery of financial products, services to new, existing customers, train employees in operational policy, procedures, direct/oversee floor mgmt activities. Req strong communication, negotiation skills, supervisory exp, lending exp incl origination, processing, credit decision making, delinquency collections, sales mgmt skills, pref financial industry exp. Apply online to JPMorgan Chase, Imperial, CA, www.wamu.com/careers.

MARKETING AND PR PROFESSIONALS. Assist in areas of event mgmt, communications, mktg, PR. Req 2 yrs exp in mktg, PR, know industry standard software on MAC, PC. Apply online to Art Squad, Austin, TX, www.artsquad.com/austin-opportunities/marketing-pr/.

MANPOWER REQUIREMENTS SPECIALIST. Perform manpower reqs analysis to determine optimal level of manpower needed for different orgzs, work system. Req BA/BS engineering discipline/biz/industrial mgmt/rel, oil industry/similar operational exp, strong analytical, communication skills, pref MA/MS/MBA. Apply online to Saudi Aramco, Houston, www.jobsataramco.com/Home/Job_Desc.aspx?SYS_REQ_ID=10761.

COMMERCIAL UNDERWRITER/CREDIT ANALYST. Analyze risk for biz customers w/ high account balances, meet/exceed underwriting goals, maintain high standard of credit portfolio quality, perform complete commercial credit risk analysis, implement identified process improvements. Req 1-2 yrs commercial underwriting/credit analysis, commercial risk analysis, residential underwriting exp, exp in reviewing biz financial statements, financial, analytical, critical thinking skills, pref BA/BS biz/finance/accounting/rel. Apply online to American Express, AZ, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=/slp_rhc_cEg5oburLigwzUwDxzwUAwOUSOMc/R_slp_rhc_4D8wAiYQ2Og0YkHuecHIRw149jI3P98GDYI2DTJgiPOC_R_L_F_slp_rhc_ues9GFXHRkMRA18TB0x14AiDguv2eQ=&jobId=544759&type=search&JobReqLang=1&recordstart=1&JobSiteId=5208&JobSiteInfo=544759_5208&GQld=0.

LOCAL SALES MANAGER. Recruit, hire account execs, achieve local sales budgets for station, manage receivables, interact w/ local sports franchises, manage sales projects, create sales materials for local/natl sales staff. Req BA/BS, bilingual Eng/Spanish, 3 yrs sports sales exp in major market, know Marketron, Efficio, Maximiser, Tapscan, X-Ray, Scarborough, MS Office, orgz, negotiation, people, oral presentation skills. Apply online at ESPN Deportes, Arlington, TX, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=193638&szReturnToSearch=1&szWordsToHighlight.

FREELANCE ONLINE NEWS PRODUCER. Post breaking local, natl news, work w/ news producers, assignment desk to coordinate on-air, online news coverage, coordinate special projects w/ station depts, troubleshoot website, maintain editorial standards. Req exp in news environment, strong editorial skills, news judgment, computer, writing, copy editing skills, know html, Photoshop, pref know Final Cut Pro, Flash, Podcasts. Upload resume/tr to ABC7, Los Angeles, CA, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=191752&szReturnToSearch=1&szWordsToHighlight.

SUPERVISOR, COMMUNITY SUPPORT. Develop team by conducting regular training, meetings, coaching, monthly/bi-annual employee assessments, handle daily workflow, queue mgmt, consistent reporting functions, identify problems/solutions, maintain employee records, conduct meetings, presentations, interviews, recommend new hires. Req 1 yr leadership exp, 2 yrs customer service exp, know web-based technology, strong communication skills, know eBay site, auction dynamics, pref BA/BS, exp in buying/selling in online auctions. Apply online to eBay, Salt Lake City, UT, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=/eUkBJwKmsMdBGIHWtdxQ0XUgIj2w3bSbONp/xt6ScTPZdlFuZmOvEBPZV5VvKcmQKXvoUwrPLO1C_R_L_FIfQJ3o93Nww5WgDoLlagASl3hnGCvI=&jobId=927588&type=search&JobReqLang=1&recordstart=1&JobSiteId=195&JobSiteInfo=927588_195&GQld=0.

DISASTER RECOVERY PROGRAM MANAGER. Perform risk analysis for functional areas to identify points of vulnerability, single points of failure, identify risk avoidance, work w/ internal biz functions to integrate standards, test fail-over procedures, document test, coordinate, publish, distribute disaster recovery plan updates, maintain document repository of all disaster recovery data, develop/conduct training, awareness programs, interview auditors, customers requiring access to plans. Req BA/BS, strong project mgmt, client service, orgz, communication, interpersonal, negotiation, problem-solving skills, know concepts around databases, servers, understanding of technology, applications, interdependencies. Apply online to PayPal, Phoenix, AZ, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=/eUkBJwKmsMdBGIHWtdxQ0XUgIj2w3bSbONp/xt6ScTPZdlFuZmOvEBPZV5VvKcmQKXvoUwrPLO1C_R_L_FIfQJ3o93Nww5WgDoLlagASl3hnGCvI=&jobId=925577&type=search&JobReqLang=1&recordstart=1&JobSiteId=195&JobSiteInfo=925577_195&GQld=0.

COMMUNITY SUPPORT LEAD. Coach, mentor customer service agents w/ emphasis on resolution, loyalty, quality, assist members, recommend process, workflow improvements, evaluate quality cases, assist w/ training customer service reps. Req AA/AS, 2 yrs customer service exp, ability to assist in training of workflows, processes, completion of successful background/credit check. Apply online to eBay, Salt Lake City, UT, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^eUkblwKmsMdbBGiHwtdx00XUgIj2w3bSbONp/xt6ScTPZdlFuZmOvEBPZV5VvKcmQKXvoUwrPLO1CRLFFH0J3o93Nww5WgDoLlagASl3hnGcVl=&jobId=927596&type=search&JobReqLang=1&recordstart=1&JobSiteId=195&JobSiteInfo=927596_195&GQId=0.

INTERNATIONAL INVESTIGATIONS MANAGER. Monitor, investigate activity of affiliate program, analyze existing detection reports for irregularities in publisher traffic metrics, Determine methods to investigate fraud schemes, define/enhance investigation procedures, communicate suspicious behaviors rel to intl publishers. Req BA/BS, process-oriented, communication skills know internet, affiliate programs, general website publishing concepts, pref written/oral fluency in French, Italian, German. Apply online to eBay, San Jose, CA, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^eUkblwKmsMdbBGiHwtdx00XUgIj2w3bSbONp/xt6ScTPZdlFuZmOvEBPZV5VvKcmQKXvoUwrPLO1CRLFFH0J3o93Nww5WgDoLlagASl3hnGcVl=&jobId=927226&type=search&JobReqLang=1&recordstart=1&JobSiteId=195&JobSiteInfo=927226_195&GQId=0.

FINDING ANALYTICS MANAGER. Utilize analytic, presentation skills to evaluate product concepts, measure performance of existing products, work cross-functionally to prepare reports for ongoing mentoring, conduct database analyses, partner w/ product mgmt to guide analytical needs. Req BA/BS math/statistics/computer science/economics/econometrics/engineering, excel Excel, Access, PowerPoint, biz judgment, data mining, quantitative analytic skills, exp w/ database query tools, know data warehouse architecture. Apply online to eBay, San Jose, CA, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^eUkblwKmsMdbBGiHwtdx00XUgIj2w3bSbONp/xt6ScTPZdlFuZmOvEBPZV5VvKcmQKXvoUwrPLO1CRLFFH0J3o93Nww5WgDoLlagASl3hnGcVl=&jobId=821093&type=search&JobReqLang=1&recordstart=1&JobSiteId=195&JobSiteInfo=821093_195&GQId=0.

QUALITY OPERATIONS ANALYST, SUPPORT SERVICES. Develop, implement quality operations reporting processes, trending analysis, provide metrics on quality operations, identify efficiency oppty, improve quality. Req BA/BS, 2 yrs quality/biz operations analysis, modeling, trending, reporting exp, 1 yr exp in online or call center operations, MS Excel, Access exp, excel orgz, communication skills, ability to manage customer delivery schedules, pref know sql, exp w/ Crystal reports. Apply online to MySpace US, El Segundo, CA, www.foxcareers.com/jobSearch.html.

GUEST SERVICES MANAGER. Hire, train front desk staff to achieve service, performance standards, monitor/evaluate individual performance, provide training, coaching, counseling to staff members, assist w/ prep of budget for front desk, monitor actual expenses, research, resolve guest billing inquiries, disputes, respond to/resolve employee issues. Req HS grad, 2 yrs exp working at hotel/casino front desk, supervisory exp, excel communication skills, professional appearance, pref front desk supervisory exp. Apply online to Flamingo Las Vegas, Las Vegas, NV, https://harrahs.hodessiq.com/careers/job_detail.asp?JobID=1565831.

PRODUCT SALES SPECIALIST. Drive product sales programs, train cross functional sales reps, report results, provide product support, sales coaching, training to direct sales teams, collect, analyze, communicate weekly biz results. Req BA/BS, 2-3 yrs sales exp, exp executing multichannel mktg programs, pref analytical skills, know MS Office, Excel. Apply online to Intuit, Woodland Hills, CA, <http://www.intuit.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=67739&CurrentPage=6>.

PRODUCT MARKETING COORDINATOR. Coordinate execution of tactical product mktg campaigns, oversee mktg asset/inventory design, production, deployment, manage coupon/discount assets, maintain/update product arena html pages, develop PowerPoint presentations, manage email mktg research, design/create email mktg campaigns, coordinate database creation, database acquisition, user mgmt, manage sales-rel campaigns, coordinate reporting, metrics across product mgmt dept. Req 1-3 yrs mktg, advertising, account mgmt exp, know html, Photoshop, Excel, PowerPoint, excel writing, orgz, time mgmt skills, pref know college sports, Netitor, Akamai, Nielsen Site Census, Dart. Apply online to CBS Interactive, Carlsbad, CA, https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^ijenHc9U0Da/OelohuV1Yqvt1XwPegqIFORGGT1oprn4tw/M3dvnjF5v8Rns5yuTg3Eslp rhc Udvr75FgT C R L F u93D slp rhc aAOVYCT/ANXg slp rhc kyUxhJGvdQNC=&jobId=137404&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=137404_5129&GQId=0.

EDUCATION COORDINATOR. Design, develop, administer, evaluate education, outreach programs incl youth concerts, lecture-demonstrations, family concerts, adult education, supervise volunteers, staff, manage youth symphony, develop new programs. Email resume/tr to Tony Boatman, Boise Philharmonic, Boise, ID, acoatman@boisephilharmonic.org. No phone calls.

BUYER. Procure materials, supplies, eqt for hospital. Req HS grad, 2 yrs purchasing exp in healthcare setting, strong communication, computer, problem-solving, critical thinking skills. Apply online to Good Samaritan Hospital, Los Angeles, CA, <http://jobview.monster.com/GetJob.aspx?JobID=80878784&from=indeed>.

COMMERCIAL BANKING ASSISTANT RELATIONSHIP MANAGER. Manage customer relationships, loan portfolios, analyze financial data, prepare comprehensive written analyses, analyze portfolio credit quality, assist relationship manager in presenting credit requests to credit approval, identify cross-sell oppty w/ customers. Req BA/BS, 1-3 yrs credit, sales exp in financial services industry, pref sales, relationship mgmt, analytical, presentation skills, know credit, collateral reqs. Apply online to U.S. Bank, Great Falls, MT, <https://usbank.taleo.net/careersection/10000/jobdetail.ftl?lang=en&job=430339&src=DM-10101>.

Multi-Regional/International/Freelance

RESORT MANAGER. Manage mktg operations, facilities, oversee staff, food prep. Req BA/BS, hospitality, mgmt exp, mktg expertise, motivational, orgz skills, ability to balance books, manage budgets, know current culinary trends, food handling, prep techniques, driver's license. Submit resume/tr online to Las Cascadas Lodge, La Ceiba, HONDURAS, www.jobsabroad.com/listingsp3.cfm/listing/64466.

ASSOCIATE ANALYST. Deliver analyses/ad hoc reports incl data extraction, summarization, provide basic analysis, understand project/process scope from India, US managers, ensure on-time delivery, quality of project/process output, attend technical training. Req MA/MS economics/statistics/biz admin, 1-3 yrs exp, exp in SAS, Excel, financial analysis, modeling, analytical, problem-solving skills. Apply online to Target India, Bangalore, INDIA, https://careers.target.com/EN/asp/tg/cim_jobdetail.asp?SID=^AdLhX2R5VnNTikPO/Yzb6wT1Lvz8o55un2UfISgXYQGBh/6u2D37mlyV0pZFuP0ZDqOnUAPPV1CRLFFxXHyFeNW0OJZPpdJfEROLB2IdTqIwgw=&jobId=926664&type=search&JobReqLang=1&recordstart=1&JobSiteId=68&JobSiteInfo=926664_68&GQId=0.

MANAGER, STAFF RELATIONS/STAFF SERVICES. Provide human resource mgmt services to personnel, ensure resolution of worker complaints, issues, oversee mediation, counseling of personnel, questions on performance, policy issues, identify workplace trends, problem areas. Req BA/BS, 2 yrs exp as employee relations, human resources, mental health, mediation professional, Red Cross exp, know disaster services, disaster operations, financial admin, strong analytical, communication, computer, negotiation, time mgmt skills. Apply online to American Red Cross, http://jobs.brassring.com/EN/ASP/TG/cim_jobdetail.asp?SID=^9ICfcK57oeU03CeGi2Jcy7hWTz1vsXx8Ku2mdW4HE/ivckmwxm8dT2BHw1Okdo23lgABdfD4ItU C R L F L18b7rTF591muPV52XuNpyXEC slp rhc Yk3Fg=&jobId=170033&type=search&JobReqLang=1&recordstart=1&JobSiteId=5014&JobSiteInfo=170033_5014&GQId=0. Pos available nationwide.

ASSOCIATE PROGRAM OFFICER. Assist in development, submission of program/project proposals to donors, work w/ potential donors, coordinate implementation of existing, new programs, projects, coordinate implementation, draft work plans, coordinate development of info materials incl brochures, leaflets, articles, work w/ Francophone countries. Req MA/MS environmental science/law/mgmt/economics/rel, 3 yrs exp in environmental program mgmt, Eng/French language skills, excel computer, interpersonal, communication skills. Apply online to United Nations, Bonn, GERMANY, https://jobs.un.org/Galaxy/Release3/vacancy/Display_Vac.aspx?lang=1200&VACID=db62eba8-cfa9-44f2-a633-9cd65ce64c46. App ddl 06/18/09.

BUSINESS ANALYST. Provide analytics based reasoning for EU internet mktg capital allocation, understand impact of internet mktg, provide technical expertise in data mining, measuring biz performance, running research, lead ad hoc projects. Req BA/BS, project mgmt, Excel modeling skills, know SQL coding, database query, internet mktg. Email resume/tr to eBay, Bern, SWITZERLAND, ebayinternationaljob@ebay.com.

BUSINESS OPERATIONS MANAGER. Prepare first draft of statutory accounts, tax filings, prepare key schedules for month-end reporting, credit collection duties for French operations, coordinate transactions on behalf of accounts payable/receivable, keep personnel records, control office budget. Req strong accounting, finance exp, exp w/ accounting software, planning, orgz, communication, Excel skills, fluent French/Eng, pref BA/BS accounting. Email resume/tr to Fox Interactive Media (International), Paris, FRANCE, www.foxcareers.com/jobSearch.html.

STRATEGIC ALLIANCES AND FUNDRAISING COORDINATOR. Develop, orgz, manage, execute fundraising, networking strategies, develop project proposals, work w/ current, potential donors, attend events, develop promotional materials. Req BA/BS political science/intl relations/biz/rel, 1 yr exp, excel analytical, writing, communication skills, fluent Eng/Spanish, pref 3-5 yrs exp, interest in urban development, public policy, environment, energy, intl exp. Email resume/max 400-word letter explaining interest in orgz, interest in position, sal req, what you can contribute to position to Lic. Marcela Valera Cato, Centro de Transporte Sustentable de Mexico, A.C., Felipe Carrillo Puerto 54, Col. Coyoacan, Del Coyoacan, Ciudad de Mexico, Distrito Federal, 04000 MEXICO, mvalera@ctsmexico.org; www.ctsmexico.org. App ddl 05/29/09. (From 04/17/09 issue)

Good luck!

Next issue: June 19, 2009

