Company: American Home Energy Corporation

Job Title: Marketing & Sales Manager

Position Status: Full time

Description: This individual reports to the President/CEO and Office Manager. The Marketing & Sales Manager is responsible for developing marketing materials, maintaining the company website and attending local events. These duties include but are not limited to: program marketing, event planning, business-to-business relations and scheduling.

Essential Primary Functions:
• Develop marketing materials to explain available audit materials to businesses and homeowners
• Develop marketing materials for website and other means for disseminating information about AEC, the energy audit program and its benefits
• Identify and contact potential customers
• Meet with potential customers to explain the available programs
• Develop relationships with businesses and homeowners
• Work with auditing staff and other personnel to schedule audits and other energy modifications
• Facilitate, coordinate and attend networking events, trade shows, local events, etc.
• Manage online marketing accounts and company social media
• Coordinate bulk mailing efforts
• Other duties as assigned

Required Qualifications:
• Bachelor’s or associate’s degree in marketing, economics, public administration or a related field
• Experience with customer service and sales
• Demonstrated written and oral communication skills
• Demonstrated web design, e-marketing and equivalent skills
• Demonstrated ability to work independently and as part of a team
• Ability to make cold calls and canvass local businesses and residences
• Familiarity with Microsoft Office software (Word, Access, Excel, PowerPoint) as well as design software
• Ability and willingness to work cooperatively with others
• High degree of discretion when dealing with confidential information
• Ability and willingness to work some early mornings, evenings and weekends
• Ability to travel for short business trips
Preferred Major: Advertising Design, Entrepreneurship, Management, Marketing, All Business Programs

Application Instructions: Please send your resume to asma.manejwala@aec.us.

Contact Information:
Asma Manejwala
asma.manejwala@aec.us
112 E. Main Street
Elkton, MD 21921

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Site Evaluator/Monitor (Intern), Newark and Milford locations

Position Status: Unpaid, Intern

Description: The monitor works closely with the School Nutrition Coordinator (Newark) to ensure the Food Bank of Delaware’s Summer Meals Program operates effectively and efficiently. The overall goal of this program is to alleviate childhood hunger and follow all guidelines set forth by The United States Department of Agriculture’s (USDA) and Delaware Department of Education. The programs are funded through the Summer Food Service Program (SFSP). These programs are administered in Delaware by the Department of Education. The monitor’s primary activities should focus on establishing/maintaining relationships with sites that serve the meals to children in need. Additionally, the monitor will work within the Food Bank of Delaware Children Programs Department to ensure that the department meets or exceeds the contractual requirements for membership with Feeding America and the USDA/Department of Education’s requirements.

SUMMARY OF RESPONSIBILITIES:
1. The monitor is responsible for monitoring established child meal sites to ensure SFSP program requirements are followed. The monitor must be able to effectively communicate/train site supervisors on proper procedures and maintain effective communication with supervisor and Food Bank staff involved in the program.
2. The monitor will also work within other Food Bank programs to retain and recruit additional Summer meal sites and promote Food Bank programs in general and ensure that the Food Bank of Delaware meets or exceeds the requirements of Feeding America.
3. The monitor will be responsible to monitor SFSP sites one pre site visit before they start receiving food, and will be required to monitor all sites in the first two weeks of service and at least one additional time before the site closure.

PRINCIPAL QUALIFICATIONS:
1. Demonstrated abilities in written and verbal communication, listening and research skills.
2. Ability to facilitate creative problem solving and conflict resolution.
3. Experience with Microsoft Word, Excel and the Internet required.
4. Proven ability to contribute to overall mission of organization through teamwork and team leadership as appropriate.
5. Manage multiple tasks and prioritize projects.
6. Willingness to maintain a flexible schedule with some weekend and evening hours as necessary.
7. Must have valid drivers license and working vehicle.
8. General understanding of social service and/or political system and anti-hunger efforts.
   Demonstrated ability to work with diverse groups of people.
9. 4-year degree (or currently working toward)
10. Extremely organized and familiar with routine professional functions.
11. Ability to lift at least 50 pounds.
12. Comfortable working in a warehouse environment
13. Demonstrated ability to establish as working relationship with employees, member agencies and
    the public.
14. Ability to work independently, problem solve, and think and act strategically while working
    towards the Food Bank’s vision of a community free from hunger
15. Professional appearance and demeanor is a requirement while interacting with a diverse array of
    volunteers, community supporters, potential supporters, clients, hunger relief partners, elected officials
    and other dignitaries.

**Preferred Major:** Open to all majors and programs

**Application Instructions:** Please send the following to the email address of Alina Wade
(awade@fbd.org), the School Nutrition Coordinator:

1. Resume
2. Job Application
3. Cover Letter (optional)

**Contact Information:**

Alina Wade
Awade@fbd.org
14 Garfield Way
Newark, DE 19713

**Preferred Method of Contact:** Email
Company: Family Promise of Northern New Castle County

Job Title: Comprehensive Case Manager

Position Status: Full time

Description: Family Promise of Northern New Castle County helps homeless families with children move toward lasting independence by providing a safe place to eat and sleep, intensive case management, life skills training, support, and encouragement. We do this through a network of congregations that host the families directly in their houses of worship, staffed by caring volunteers who have put their faith into action. We have successfully placed over 80% of our families into their own housing in less than 70 days since we began services in 2010. We are a housing-first model with wrap-around services continuing for the families for at least 6mo-1year after they graduate from our network and move into their own housing. We are growing and adding a Case Manager to our team to provide quality services and to increase how many families we can serve.

Case Manager Job Objective

This organized, compassionate, and motivated person is responsible for case management with families in the Family Promise hospitality shelter network and the Graduate Pathway Programs, maintaining a caseload of at least 35 adults monthly. The CM will strive to successfully transition families from homelessness into permanent housing as quickly as possible. The CM will assist families in hitting outcomes such as securing employment, increasing earning potential, securing/maintaining housing, and securing a trade/certificate. Activities to meet these outcomes will include assisting individuals to apply to jobs and applying for interviews; budgeting and financial coaching; making referrals to agencies for daycare, counseling and other needed services; leading workshops; and documenting all case management activities.

Responsibilities

• Lead the intake process: conduct phone screens of all potential families; conduct intake interviews including running background checks, talking with referral sources and maintaining an accurate waitlist; conduct orientation for new families moving in. Support to families on the waitlist is possible even when we do not have a space in our network available.
• Conduct weekly meetings with guests in the network (minimum) and bimonthly meetings with caseload of Graduate families and families on the waiting list (at least one in-person meeting a month).
• Develop and deliver resources, referrals and workshops related to employment, financial literacy and budgeting, housing plans, workforce development, and educational planning.
• Serve as family advocate with community service agencies.
• Assist E.D. in cultivating and maintaining relationships with landlords and employers.
Communicate and coordinate with the Director of Community Engagement to ensure hosting congregations have all necessary family information.

- Responsible for client compliance to program expectations.
- Manage the disbursement and tracking of all services provided to all current and former guests and families served outside of the network (food, bus passes, financial assistance, household goods, clothing, and referrals for community-based services).
- Provide regular reports to the Executive Director, board, funders and other key stakeholders regarding families’ progress and outcomes.
- Manage the volunteer Casing Team and administer the monthly case review meetings.
- Provide crisis support to families and volunteers as needed.

Administrative Responsibilities:

- On call, shared with Executive Director to provide coverage for nights and weekends.
- Responsible for collecting and managing client data including CMIS data entry and FPForce data entry.
- Conduct exit, 3 mo., 6 mo., 9 mo., and 12 mo. post-exit surveys with graduate families and synthesize findings into usable reports.
- Opportunity to supervise interns and volunteers.
- Actively participate in providers’ groups and other forums with social service agencies.
- Potential support grant-writing to expand and enhance our programming.

Additional Responsibilities:

- Job requires flexible scheduling and may involve weekend and nights to meet with families.
- Support the management of our Day Center, ensuring cleanliness and safety at all times.
- Lifting of materials/donations and help moving families into their own apartments.
- Assistance at fundraisers and special events as needed.

Accountability: The Case Manager reports to the Executive Director of Family Promise of Northern New Castle County and works collaboratively with the Director of Community Engagement.

Qualifications: The successful candidate is an enthusiastic individual with a demonstrated track record of displaying good judgment, taking initiative, helping clients achieve outcomes and having compassion for others. The CM must possess exemplary interpersonal skills and interact with guests (clients), staff, board, volunteers and stakeholders in a professional manner.

Education, Experience and Skills

- At least four-year degree (BSW, psychology, or related degree) desired.
• Minimum 3 years’ experience in direct service/administration related to employment placement, housing/shelter, and/or family services preferred. Expected case management skills include trauma-informed care, housing-first and strengths-based approach to working with clients (experience working with individuals who are homeless is a plus).
• Must have strong project-management skills. Must be detail oriented and able to execute projects in a fast-paced, often pressured environment. Must be able to prioritize, self-manage, work independently and use good judgment at all times.
• Existing professional relationships with local providers especially employers and/or landlords is a plus. Extensive knowledge of social service referral options in surrounding areas, with a demonstrated track record of linking clients to meaningful services.
• Must possess a positive, can-do attitude, modeling this with and for families we serve.
• Must be proficient in Microsoft Word/PowerPoint/Excel.
• Needs to be comfortable working in a faith-based environment.
• Leadership skills: ability to make decisions, solve problems, delegate tasks and responsibilities.

**Preferred Major:** Criminal Justice, Drug Alcohol Counseling, Early Childhood Development, Entrepreneurship, Social Science, All Education Programs, All Health and Science Programs, All Public Service Programs

**Application Instructions:** Interested applicants should send a cover letter with salary requirements and a resume via email to info@familypromisede.org. Please include the words “Case Manager” in your subject line. We will be filling this position with the right candidate as soon as possible. This posting closes on June 7, 2013, 5pm.

**Contact Information:**

Carolyn Gordon  
info@familypromisede.org  
2104 St. James Church Rd.  
Wilmington, DE 19808

**Preferred Method of Contact:** Email
Company: Food Bank of Delaware

Job Title: Warehouse Associate/Driver

Position Status: Full time

Description: The Food Bank of Delaware is currently accepting applications for a Warehouse Associate/Driver at its Newark location. This position is responsible for accurate and timely pick-up and delivery of product in New Castle County. This position is responsible for counting product shipped and received and loading and unloading trucks. They are also responsible for accurate order pulling and assisting with maintaining an accurate inventory. They are also responsible for assisting with the care and recordkeeping associated with the Food Bank’s fleet of vehicles. This position requires someone who is friendly and works well with a diverse group of people, including coworkers, managers, volunteers, hunger relief partners and the community at large. A qualified individual should be flexible, enthusiastic and committed to the Food Bank’s mission.

Additionally they should have the following:

- 1-3 years of warehouse experience
- Minimum 3 years of experience driving CDL A vehicles
- Experience driving cargo vans and box trucks
- Ability to read, write, add and subtract
- Ability to communicate effectively and courteously
- Forklift certification preferred
- Familiarity with basic computer programs
- A valid CDL A license for the past three years
- A clean driving record (No points or moving violation within the last three years)
- Have a clean drug screening
- Have a satisfactory background check

Physical Requirements:

- Comfortable working in a warehouse environment
- Comfortable working in extreme hot or cold temperatures
- Must be able to lift and move 50 lbs. frequently
- Must be able to pull in excess of 1000 lbs. on pallet jack
- Frequent exposure to moving mechanical parts
- Must be comfortable in a loud work environment

Interested applicants should stop by the Food Bank of Delaware at 14 Garfield Way, Newark, DE 19713, Monday through Friday from 8:30 to 4:00 to complete an application.

Preferred Major: Open to all majors and programs
Application Instructions: Interested applicants should stop by the Food Bank of Delaware at 14 Garfield Way, Newark, DE 19713, Monday through Friday from 8:30 to 4:00 to complete an application.

Contact Information:

Iskeisha Stuckey
istuckey@fbd.org
14 Garfield Way
Newark, DE 19713

Preferred Method of Contact: Email
Company: ILC Dover

Job Title: Accounting Specialist

Position Status: Full time, Paid

Description: Maintains the accounting office file records and databases in good order in the areas of accounts payable, accounts receivable, payroll and general accounting. Files customer invoices, documents and correspondence in job files.

Sorts weekly paychecks received from outside payroll service provider by area for distribution to authorized staff.

Performs and documents results of internal labor floor check audits as requested.

Assists AP in processing incoming travel expense reimbursement requests from employees in accordance with established policies and practices; and, responds to requests for assistance or information related to the travel reimbursement process made by employees.

Updates the automated accounts payable system in both PO and non-PO purchase vendor invoices.

Matches vendor checks to vendor invoices; maintains the paid vendor invoice files in the accounts payable office; and, assists with maintaining the general accounting job files and other records, in good order.

Opens and distributes Accounting Department incoming mail.

Assists AP Specialist in monthly credit card purchases analysis and reconciliation.

Maintain the company’s petty cash box, including ensuring proper documentation is received for all petty cash and travel advance requests made during the daily cashier hours of 9:00 - 10:00 AM and 2:00 - 3:00 PM.

Prepare and submit the weekly petty cash reimbursement request to Accounts Payable.

Match personal purchase and shipping (UPS/FedEx) costs to payments; send email and interoffice notifications to employees who owe the company; reconcile to general ledger; and prepare and issue monthly 0251 analysis to Financial Management.

Match personal postage costs from mail room log to payments and send email and interoffice notifications to employees who owe the company.

Assist the A/R Accounting Specialist with invoice distribution including making photocopies, scanning invoices and internal and external distribution.
Assist the A/R Accounting Specialist with coding and entering daily cash receipts to the automated accounting system.

Train as backup for A/R Accounting Specialist and A/P Specialist duties.

Competencies: • Managing Work • Adaptability • Applied Learning • Contributing to Team Success • Tenacity • Energy

Requirements:

Must be able to work on government programs (U.S. Citizen or Permanent Resident of the U.S.)

Associates Degree in Accounting; plus at least two years related experience and/or training.

Ability to read, analyze, and interpret general business correspondence and technical procedures.

Ability to effectively communicate with managers and internal/external customers.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Must be proficient in Word Processing software and Excel Spreadsheet software.

Background check and drug screening required

E-Verify Used

EEO Employer

Preferred Major: Accounting

Application Instructions: Apply online at: [www.jlcdover.com](http://www.jlcdover.com) (click on "careers" in the upper right corner).

Contact Information:

Linda Showell
[showel@jlcdover.com](mailto:showel@jlcdover.com)
One Moonwalker Rd.
Frederica, DE 19946

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Summer Van Driver

Position Status: Part time

Description: The Food Bank of Delaware is currently accepting applications at its Milford location for a van driver to deliver to feeding programs. Drivers are responsible for delivering to feeding sites throughout the state. This is a part time, seasonal position without benefits. In order to be considered an applicant should courteous and be able to communicate well with staff, volunteers and the public and serve as a good representative of the Food Bank in the community. Additionally they should:

- Be detail oriented and flexible
- Be able to read and write and add and subtract
- A valid driver’s license for the past three years
- A clean driving record (No points or moving violation within the last three years)
- Have a clean drug screening
- Have a satisfactory background check
- Be comfortable working in a warehouse environment
- Comfortable working in extreme hot or cold temperatures
- Must be able to lift and move 50 lbs. frequently
- Must be able to pull in excess of 1000 lbs. on pallet jack
- Must be able to stand, bend, and climb in and out of van frequently
- Must be able to safely operate a cargo van
- Experience with warehouse equipment a plus

Preferred Major: Open to all majors and programs

Application Instructions: Interested applicants should stop by our Milford location at 1040 Mattlind Way, Milford, DE 19963 between the hours of 8:30am and 4:00pm, Monday through Friday to complete an application.

Contact Information:

Anna McDermott
3024448126 (Phone)
jobs@fbd.org
14 Garfield Way, Newark, DE 19713

Preferred Method of Contact: Phone
Company: La Fia Bakery Market Bistro

Job Title: All Positions

Position Status: Full time, Part time, Paid

Description: La Fia Bakery, Market and Bistro in Wilmington Delaware will be opening in June! La Fia needs a great team to become the best food destination in the region. Send resumes for server positions, cooks, bakers, bar tenders, dishwashers and retail sales. Ideal candidates will have a minimum of 2 years experience in the restaurant industry. Previous experience with gourmet markets, cheese retail and a passion for excellent food is highly desired. Applicants must be willing to be versatile and perform a variety of job functions such as food running, table busing and willingness to help other servers. Customer service focus is essential.

Cooks and bakers ideally will have at least 2 years experience and have a passion for food and a willingness to learn.

Servers with polished service experience, knowledge of food and beverage.

Bar tenders with fundamental abilities to produce amazing cocktails on traditional and modern level. Must also have wine knowledge and food knowledge.

Retail will be able to work in a busy market environment including takeout items, breads, artisanal cheeses and other products.

Dish washers must be responsible, willing to do extra and prepared.

Preferred Major: Open to all majors and programs, Baking and Pastry Skills Studies, Culinary Arts, Food Service Management, Hospitality Management, Kitchen Skills Studies, All Culinary Arts Programs

Application Instructions: Please send your resume to amanda@lafiawilmington.com.

Contact Information:

Amanda Paladinetti
amanda@lafiawilmington.com
421 North Market Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: R & F Metals, Inc. dba Better Than Wood

Job Title: Carpentry Installation Assistant

Position Status: Full time

Description: Assist in building decks, porches, fences and railings for new home construction as well as existing home owners out of Frankford, DE. EOE

Application Instructions: Applicants may apply online at http://rfmetals.com/About/Employment. Applicants needing a paper application can make that request by either calling 301-868-7083 x125 or emailing jose@rfmetals.com

Contact Information:

Jose Frontanes
301-868-7083 x125 (Phone)
jose@rfmetals.com
7607 Poplar Hill Lane
Clinton, MD 20735
Employees report to our shop in Frankford, DE each day.

Preferred Method of Contact: Phone
Company: Russell Plywood, Inc.

Job Title: Tint/Color Specialist

Position Status: Full time, Paid

Description: We are a wholesale distributor of fine wood products and finishing systems. A full time position in our finishing lab is being presented as an ideal career beginning for the right candidate to grow with our family owned business.

This position is offered to an individual with the primary requirement is an eye for custom color matching of paints and stains. There are other responsibilities such as order fulfillment, inventory control, customer order entry and customer service as well.

We provide our customers with custom matches of which we distribute on a Monday-Friday work week, with weekends off! We also include competitive benefits, paid time off, and 401K.

Feel free to forward your resume via email or fax for careful consideration. No phone calls, please.

Thank you for reviewing this opportunity and wish all of you a successful career search!

Application Instructions: Feel free to forward your resume via email or fax for careful consideration. No phone calls, please.

Contact Information:

Paul Koronowski
Paulk@Russellplywood.com
#3 McCullough Drive
New Castle, Delaware 19720

Preferred Method of Contact: Email
Company: Seaberry Farm

Job Title: Horticulturist

Position Status: Full time

Description: Seaberry Farm, a cut flower and tree fruit farm in Federalsburg, MD is seeking a person to perform basic horticulture tasks such as, but not limited to trimming, pruning, planting, raking, harvesting, packaging and delivery to buyers. Experience or training in horticulture and a driver’s license is required. This job involves strenuous outdoor work under all weather conditions. The ability to operate tool and farm equipment is required. Health and dental insurance are available. Salary is commensurate with experience.

Preferred Major: Open to all majors and programs

Application Instructions: E-mail references and resume to RichardUva@gmail.com.

Contact Information:

Wenfei Uva
seaberryfarm@yahoo.com
2770 Wright Rd., Federalsburg, MD 21632

Preferred Method of Contact: Email
Company: Computer Aid Inc

Job Title: Service Desk Intern, Newark, DE

Position Status: Full time, Part time, Paid

Description: Flexible Shifts: 10-20 hours per week; full time during Summer if available; multiple semester opportunity. Pay Rate: $8.50/hr.

Job Description: This position entails 100% phone support to working with CAI’s existing customer base. The position requires a general understanding of PC Hardware and Software, the ability to "type and talk" and most importantly the ability to demonstrate strong customer service skills. Prospective students should demonstrate the willingness to learn, the desire to work in a professional environment. Additional attributes include; positive attitude, team player, strong communication skills, analytical, dependable and professional appearance. Training will be provided.

Desired Skills:

Windows XP, MS Office, Netmeeting, Email Programs such as Lotus Notes or MS Outlook

Preferred Major: Open to all majors and programs

Application Instructions: Email resume for consideration to Jerri Mears: jerri_mears@compaid.com

Contact Information:

Jerri Mears
jerri_mears@compaid.com
901 N Market Street, Wilmington, DE 19801

Preferred Method of Contact: Email
Company: Hear Better Centers

Job Title: Appointment Setter

Position Status: Full time, Part time, Paid

Description: Rapidly growing business in Chadds Ford, PA area is seeking friendly, outgoing, persuasive, individuals who are motivated by success to join our growing Team as an Appointment Setter! Both full-time and part-time positions are available!

As an Appointment Setter, you will assist our partners by placing outbound calls to existing patients to schedule appointments for hearing aid fittings. The right candidate is competitive and thrives in a fast-paced environment. They have a persuasive personality with the ability to adapt conversations based on patient’s needs or objections.

In addition, you will:
• Call and follow up with a predetermined number of current and prospective patients.
• Make a large number of dials in order to maximize contacts each day
• Schedule a predetermined amount of qualified appointments per week resulting in hearing aid sales per month.
• Maintain list of current patients, former patients and prospects to contact
• Maintain call logs and report detail regarding calls and appointments made

Qualifications:
• High School Diploma required, business school or associates degree equivalent is a plus
• Quota driven performer with 1 - 2 years of inside sales, telemarketing, and or service experience
• Self-starter with ability to work independently.
• Ability to engage and effectively communicate with clients over the phone
• Must be able to use Microsoft Word and Excel
• Ability to identify and overcome objections
• Ability to set appointments and ensure a high show rate
• Ability to multi-task, prioritize, and effectively manage time in a fast-paced environment
• Participate in frequent reviews with regional manager to ensure call quality and to identify opportunities to optimize calls

The ideal candidate will also possess:
• Excellent communication skills (articulate, clear/concise diction)
• High degree of work ethic
• Great listening and closing skills
• Strong organizational skills
Hear Better Centers is actively acquiring and managing health care practices in the Northeast, Southeast and Midwestern United States. This is an opportunity to get in on the ground floor for a rapidly expanding business.

Hear Better Centers offer health, dental, and vacation benefits for full-time positions. We provide a competitive hourly rate ($12-$14 per hour) plus commission.

Full and part-time positions available! We are able to provide some flexibility with part-time hours. Position is Monday-Friday, no evenings or weekends.

Preferred Major: Open to all majors and programs

Application Instructions: If you think you're the right person for the job; take a few minutes to leave a voicemail telling us why you'd be a great addition to our team at 866-308-9088, ext. 220. Resumes submitted with an accompanying voicemail will be considered first! All applicants send resume to hr@audhelp.com

Contact Information:

Yvonne Nikolic
hr@audhelp.com
223 Wilmington-West Chester Pike, Suite 214
Chadds Ford, PA 19317

Preferred Method of Contact: Email
Company: Delaware Breast Cancer Coalition

Job Title: Bilingual Screening Navigator/Outreach Coordinator

Position Status: Full time

Description: Delaware Breast Cancer Coalition (DBCC) is seeking a Bilingual Screening Navigator/Outreach Coordinator to provide culturally and linguistically appropriate breast health and breast cancer information in the New Castle County Hispanic communities. The navigator will identify women in need of mammography screening; schedule appointments for the state-owned mobile mammography screening van; arrange for transportation to screening and follow-up diagnostic services as needed; assist clients in obtaining a medical home for themselves and their families, and train Spanish-speaking peer mentors to support the newly diagnosed individuals with breast cancer interpretation of the results.

QUALIFICATIONS:
1. Bachelor’s degree or equivalent work experience preferred in education, health-related field, social science, or social work with program development skills and proven experience working with diverse communities.
2. Assist with Bilingual mammography screenings in the New Castle County Hispanic communities, providing interpretation for Hispanic clients and staff on the state-owned mammography van and identified screening partners
3. Follow up with all Hispanic clients that may need further assistance with additional diagnostic screenings (i.e. interpretation, transportation) and Doctor’s appointments
4. Assist with Hispanic patients who are diagnosed with breast cancer, helping with interpretation of diagnosis and supporting the patient and family members with supporting medical and DBCC services
5. Be responsible for building relationships with community leaders and organizations in order to increase breast cancer awareness and utilization of agency programs
6. Provide referrals to state screening programs, as needed, and to other agency programs
Maintain accurate, up-to-date records of grant-related activities and outcomes and submit completed reports to appropriate individuals, organizations, etc. in a timely manner
7. Identify additional mammography screening sites in NCC and establish bi-lingual support for their Hispanic clients

PHYSICAL REQUIREMENTS:
Must have the ability to lift program materials weighing up to 50 pounds
OTHER REQUIREMENTS:

Working hours are Monday – Friday from 9:00 – 5:00 although work hours will be scheduled for evenings and weekends depending on the needs of the agency’s programs and events.

Must have valid driver’s license and ability to drive a mini-van.

To learn more about the Delaware Breast Cancer Coalition visit web site at www.debreastcancer.org

EOE

Preferred Major: Health Information Management, Human Services

Application Instructions: Please send cover letter, resume and salary requirements to jobs@debreastcancer.org. NO PHONE CALLS PLEASE.

Contact Information:

Kelly Paustian
jobs@debreastcancer.org
111 W. 11th Street, Suite 3
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: Recruitment Alternatives, LLC

Job Title: Physical Therapy Assistant

Position Status: Full time

Description: Recruitment Alternatives is currently seeking a Physical Therapy Assistant to join the staff at a skilled nursing facility located in West Chester Pennsylvania. This is a full time position working with other therapy professionals. Located within 20 miles of Wilmington, this is a great opportunity for either the new graduate of experienced PTA. Degree in Physical Therapy Assisting or soon to be graduating from the program is required. Therapist will have or will have to obtain a Pennsylvania PTA license to practice.

Preferred Major: Physical Therapist Assistant

Application Instructions: To apply, please forward your resume to Susan Judge at susanmjudge@yahoo.com or call 215-872-6105

Contact Information:

Susan Judge
215-872-6105 (Phone)
susanmjudge@yahoo.com
1403 Shirley Lane
Perkasie, PA 18944

Preferred Method of Contact: Phone
Company: Ferrum Inc.

Job Title: Field Service Technician

Position Status: Full time

Description: Ferrum Inc., is the daughter company of Ferrum AG, a Swiss-based manufacturer focused on machinery and equipment for the canning industry. The company provides innovative technology and ground-breaking solutions to its clients and is the leading global supplier of can seamers for the beverage industry. Ferrum’s US Canning Division is located in Havre de Grace, MD and opened in 2012.

Job Description: Ferrum is seeking a service technician to be based at their office in Havre de Grace, MD. The individual should be familiar with commissioning new machine installations, repairing and maintaining complex machines, and willing to undertake periodic visits to client’s sites for troubleshooting, consultations, repair work, etc.

The ideal candidate will be capable of working independently and will have a high level of technical skills. He/she should be comfortable to work alone in the field.

Responsibilities includes:
• Global commissioning of new equipment
• Troubleshooting, inspections and audits of high performance gas steam and vacuum seamers as well as can fillers
• Working with customers to create spare parts list for their equipment
• Communicating with the Swiss HQ regarding machine revision recommendations
• Creating detailed reports following customer visits
• Training of customer’s maintenance technicians and machine’s operators

Skills & Experience
• Mechanically inclined, with training as a machinist, mechanic, or similarly related profession
• Must be able to operate manual lathes and milling machines
• Must have knowledge of electrical and pneumatic systems and be able to interpret technical drawings
• Familiarity with Word, Excel, Outlook and PowerPoint
• Willingness to travel. Main travel is throughout U.S., Canada, Mexico and South America
• Spanish language is a plus
• The individual needs to be able to appreciate a “Swiss-style” working environment
What Ferrum offers:

• Competitive Compensation including benefits
• Unparalleled support with a service-oriented, professional team
• Comprehensive, multi-month training at our facility in Switzerland as well as at customers' plants (approximately 3 months)

Preferred Major: Electromechanical, Engineering Technology, Computer Aided Design, Mechanical Engineering Technology

Application Instructions: Please send your application to careers@nwm-usa.com

Contact Information:

Daniel Kleinhaus
kleinhaus@nwm-usa.com
Ferrum Inc.
2125 Center Avenue
Suite 507
Fort Lee, NJ 07024

Preferred Method of Contact: Email
Company: Snip Tuck Inc

Job Title: Vet Tech

Position Status: Part time, Paid

Description: High Volume Spay neuter clinic in Secretary/Dorchester County. Signing Bonus with one year contract. Relocation expenses possible

Preferred Major: Veterinary Technology

Application Instructions: Send resume to sniptuckinc@yahoo.com

Contact Information:

Cindy Smith
sniptuckinc@yahoo.com
140 Main Street, Secretary, MD 21664, PO Box 502 Cambridge, MD 21613

Preferred Method of Contact: Email
Company: Heather's Home Works, LLC

Job Title: Cleaning Technicians and Team Leaders

Position Status: Full time, Part time, Paid

Description: Team member position cleaning private homes, vacation properties and small offices in the towns of Bethany Beach, Fenwick Island, Selbyville and Millsboro.

We are looking for anyone who is comfortable working on a small team, has a strong work ethic & personal integrity, and will have respect and concern for their co-workers as well as our clients. Supervisory roles may be offered to candidates with the right type of work experience.

We operate 7 days a week, with day and evening shifts available. Saturdays are mandatory June 15 - September 15. All applicants must have: a car, valid driver's license and insurance, a clean criminal history record and be able to pass a drug test. We pay weekly starting at $9/hour with first year reviews at 30 days, 3 months & 6 months. Full time employees receive paid holidays and paid vacation after 1 year.

Application Instructions: Please call the office for instructions to pick up an application and/or schedule an interview. A resume may be submitted in lieu of an application. All applicants should bring a complete work history with name and phone numbers for reference checks, as well as personal references and phone numbers. Personal references should not be family members (unless they worked in a family business), but rather community references such as teachers, counselors, ministers, club/scout leaders, charities you've volunteered for, etc.

Contact Information:

Heather Bouges
302-249-7660 (Phone)
info@heathershomeworks.com
Preferred Method of Contact: Phone
Company: Saint Francis Healthcare

Job Title: Human Resources Intern

Position Status: Full time, Unpaid

Description: The Human Resources Intern is primarily responsible for assisting the departments with Job Description revisions and completing the Performance Appraisals for the year. He/she will also assist in coordination of the management training program. Additional administration responsibilities and project assistance as needed.

Preferred Major: Open to all majors and programs, Human Services, Management, Office Administration, All Business Programs, All Education Programs, All Health and Science Programs, All General Education Programs

Application Instructions: Please e-mail all resumes to jjoska@che-east.org.

Contact Information:

Justine Joska  
jjoska@che-east.org  
701 North Clayton Street, Wilmington, Delaware  19805

Preferred Method of Contact: Email
Company: Duffield Associates

Job Title: Civil Engineering CAD Technician/Designer

Position Status: Full time

Description: Duffield Associates is seeking a CAD Designer/Technician to join our civil engineering team to work with project managers and project engineers to prepare civil/land development plans using the latest version of AutoCAD. The successful candidate will leverage the full capabilities of CAD including generating surfaces; cut/fill analysis; generating centerlines and alignments; storm sewer design using Hydraflow; preparation of color graphics and 3D and isometric views of site plans and structures. The Designer/Technician will perform basic stormwater management design including delineating drainage areas, utilizing the rational method for estimating stormwater runoff, designing storm sewer systems and performing stormwater calculations using HydroCAD.

PREFERRED QUALIFICATIONS: The ideal candidate will have 0 to 5 years of experience and be thoroughly familiar with AutoCAD 3D version 2012. Skills should include the ability to work and communicate with others in a team environment; the ability to work under pressure; the ability to deliver within budgeted hours and on schedule. Must also be self-motivated and able to work independently. Knowledge in the below areas is strongly desired:

- Horizontal and Vertical Design of Roads
- Sediment & Erosion Control
- Stormwater Management principles
- A basic understanding of surveying
- Utility layout and design.


Application Instructions: Submit resume and brief cover letter via email to wmath@duffnet.com

Contact Information:

William Mather
wmather@duffnet.com
5400 Limestone Road
Wilmington DE 19808

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: SNAP Outreach Coordinator

Position Status: Full time

Description: The Food Bank of Delaware is currently accepting applications for the SNAP Outreach Coordinator at our Milford, DE location. This person will be responsible for establishing and maintaining outreach partnerships in communities. This position will identify partner organizations and target populations in order to optimize SNAP application and enrollment through outreach materials and presentations. In addition, the SNAP Outreach Coordinator will be responsible for reporting and evaluating all progress and project outcomes to the Programs Directors and State of Delaware management as deemed necessary. Bi-lingual (Spanish/English) is highly preferred.

Job Functions
- Travel to community locations in their area to provide outreach materials and presentations to potential clients.
- Recruit, train, and schedule volunteers for outreach assistance when deemed necessary.
- Submit weekly statistics and impact reports to Programs Director.
- Network with partnering organizations and community leaders to identify clients who experience barriers accessing SNAP and other benefit programs.
- Identification of partner organizations for the establishment of outreach materials.
- Publicize and market SNAP benefits to low income communities by distributing marketing and outreach materials.
- Works with FBD Communications Director to create outreach and marketing materials.
- Organization and analysis of all SNAP Outreach surveys.

Qualifications
- College degree preferred.
- Travel is required. Must have valid driver’s license and reliable transportation.
- Must have very strong self-initiative.
- Must be able to work cooperatively in a team environment.
- Strong interpersonal and written skills required with experience dealing with individuals from many different backgrounds, cultures, and races.
- Must have at least 1 year of previous experience in Community Organizing.
- Must be able to transport, lift, and carry operating equipment of 20 lbs or more.
- Willingness to work flexible hours, including nights and weekends. Unusual work hours and unusual environmental conditions are necessary.
- Preference given to bilingual candidates.
- DMV and background checks will be required.
Must be computer literate.

**Preferred Major:** Open to all majors and programs

**Application Instructions:** Interested applicants should submit a resume with cover letter and salary requirements to [jobs@fbd.org](mailto:jobs@fbd.org).

**Contact Information:**

Iskeisha Stuckey
[istuckey@fbd.org](mailto:istuckey@fbd.org)
14 Garfield Way
Newark, DE 19713

**Preferred Method of Contact:** Email
Company: Waddell & Reed, Inc.

Job Title: Financial Advisor

Position Status: Paid

Description: At Waddell & Reed, we invest in our financial advisors. As you consider your options, we want you to know that Waddell & Reed not only offers unparalleled opportunity, but we do so with a level of personal support that sets us apart.

Responsibilities
As a financial advisor, you will provide your clients with comprehensive financial planning and advice to help them effectively pursue their financial goals.
* Target prospective clients and market your unique value proposition in your community
* Evaluate your client's financial situation and identify investment objectives through a comprehensive and customized financial planning process.
* Recommend appropriate solutions and monitor portfolios for economic changes and adjustments in your clients needs and objectives.
Actively participate in training and development curriculum to continually improve your marketing and financial planning skills and knowledge base.
* Provide personal client service and support.

Other Job Requirements Depending on your background, experience, career and personal goals - we have three targeted career tracks. Within each track, we are looking for candidates with a demonstrated pattern of success.

CLASSIC ADVISOR:
• Career Changer: Accounting, Business Development/Ownership, Mortgage Brokerage, Sales, Marketing, Education, Law, Operations/Management, Technical, Military, Health Care etc.
• New College Graduate: Financial Planning, Finance, Marketing, Business, Accounting, Public Relations, Communication, Education, etc.

CHOICE ADVISOR:

Preferred Major: Communications, Entrepreneurship, General Business, Management, Marketing, All Business Programs

Application Instructions: please forward your resume to the attention of Joann McFarlane by email joann8844@wradvisors.com or by fax 302-654-4564.
Contact Information:

Joann McFarlane
joann8844@wradvisors.com
800 Delaware Ave
Suite 810
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: UniSite Design, Inc

Job Title: Tool Designer

Position Status: Full time

Description: The Tool Designer works directly within the Engineering Department to support our manufacturing facility. They perform new fixture and tooling design, document current fixtures and machine sets up, and create machinist specs for these fixture and tooling parts. They should have the ability to use computer aided drafting (CAD) and manufacturing (CAM) software to design and modify new fixtures and tooling. The Tool Designer must demonstrate strong design and blueprinting fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design.

Tasks:
• Design and modify new fixtures and tooling using CAD software
• Build document library of new/current fixturing and tooling
• Create machinist specifications for fixture and tooling parts
• Perform special part design which could consist of machine parts, tools, work aids, etc.
• Create part models for CNC machines and send programs to them using CAM software
• Document various machine setups for production
• Use measuring equipment to create precisely dimensioned models
• Create and revise product specifications in English, metric, scaled, and written versions
• Answer internal engineering questions related to fixtures and machine tooling
• Participate in a team environment and have the ability to work on multiple projects simultaneously with high efficiency, productivity, quality, and precision
• Other duties as assigned

Knowledge:
• Engineering and Technology- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various products
• Design- Knowledge of design techniques, tools, and principles involved in production of precision drawings and models
• Mathematics- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
• Physics- Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understand fluid, materials, and mechanical structures and processes
• Production and Processing- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture of products
• English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Preferred Major: Mechanical Engineering Technology

Application Instructions: Please apply to the link below:
https://home.eease.adp.com/recruit/?id=3842101

Contact Information:
Carole Feldkamp
carolef@victorstanley.com
UniSite Design, Inc.
1105 Park Lane
Denton, Md 21629

Preferred Method of Contact: Email
Company: The Knowland Group

Job Title: Helpdesk/IT Associate

Position Status: Full time, Paid

Description: The Knowland Group is looking for an IT/Helpdesk Associate with a “can-do” attitude to join our growing company. The IT/Helpdesk Associate will work with our Network Administrator as part of our Helpdesk Team to resolve support tickets and assist our employees with various computer, internet, and phone issues.

Responsibilities:
• Assist end users with computer, internet, and phone issues
• Create, evaluate, prioritize, and resolve support tickets in a timely fashion
• Assist with inventory system
• Maintain computer equipment and peripherals such as desktops, laptops, AV equipment, and printers
• Configure new equipment, set up new user workstations, and move equipment internally
• General facility maintenance and upkeep
• Must be able to lift up to 50 lbs, climb ladders, and crawl under desks, etc.

The Ideal Candidate will:
• Have at least 6 months successful experience or training in an IT/Helpdesk role
• Have a knack for working with computers, hardware and software
• Have experience with troubleshooting Microsoft and iOS products.
• Be customer-focused, task-oriented, and enjoy helping others
• Possess an associate’s degree or higher
• A+ certification is a plus!

Benefits: Aside from working with smart, good-humored, hardworking Knowland employees, having uncapped growth potential and a work/life balance, this position the following benefits: health, dental and vision insurance, 401K with company contribution, short and long-term disability insurance, life insurance, gym reimbursement, tuition reimbursement and childcare reimbursement!

Location/Work Environment: This position is located at 2424 Northgate Drive, Salisbury, MD 21801. The work environment is fast-paced and high energy!

Preferred Major: Open to all majors and programs, Computer Engineering Technology, Computer Information Systems, Computer Network Engineering Technology, Computing & Information Science, All Computer Technology Programs
Application Instructions: Candidates may submit their resume directly to mwhite@knowland.com or visit The Knowland Group's website to upload resume online at www.knowland.com. All inquiries should be directed to Melissa White, Sr. HR Recruiter.

Contact Information:

Melissa M White
mwhite@knowland.com
2424 Northgate Drive
Salisbury, Md 21801

Preferred Method of Contact: Email
Company: UniSite Design, Inc

Job Title: Graphic Artist

Position Status: Full time

Description: UniSite Design, Inc. is a designer and manufacturer of high-quality commercial grade site furnishings, such as benches, litter receptacles, ash urns, tree guards and tables. Our products combine architectural design and strong durable construction

We are looking for a Graphic Artist who works within the Art Department to support our manufacturing facility. They are responsible for the design and production of vinyl decals for use as signage on our products. They use our digital printing system, laminator, plotter, and accompanying design and output software to produce the decals. They must perform their jobs tasks with a high degree for attention to detail and have the ability to proof, compare, and match colors. The Graphic Artist must possess fluency with graphic design principles.

Tasks:
• Design decals and client layout using adobe illustrator
• Output decals on vinyl using digital printing system
• Operate equipment including Gerber EDGE FX printing system/plotters, scanners, and laminator
• Record project details and status updates
• Troubleshoot production related printing issues
• Utilize proofreading skills to review layouts and output of decals to ensure accuracy and quality
• Prepare and package decals that are ready for application
• Monitor inventory, order materials, and receive materials
• Manage several projects simultaneously

Experience and Education:
• High School Diploma or equivalent
• 2-years of higher education or working experience in Graphic Design
• Proficient in Adobe Illustrator and Photoshop
• Proficient knowledge of MS Office applications
• Portfolio Required or samples of work required

Application Instructions: Please apply in person or on-line at: https://home.eease.adp.com/recruit/?id=5123211. UniSite Design, Inc. 1105 Park Lane, Denton MD 21629

Equal Opportunity Employer M/F/D/V
Contact Information:

April Vanskiver
410-479-5120 (Phone)
carolef@victorstanley.com
1105 Park Lane
Denton, Md

Preferred Method of Contact: Phone
Company: Food Bank of Delaware

Job Title: Catering Chef

Position Status: Full time

Description: The Food Bank of Delaware is currently accepting applications for a catering chef at its Newark location. This position assists the Culinary Department in successfully fulfilling catering orders by helping in food preparation for the various catering functions, assists in menu development, assists in ordering all supplies and food needed to successfully execute the developed menus, and maintains the production of the kitchen according to all standards. Additionally this position will deliver to and staff catering functions off-site. This position requires someone who is friendly and works well with a diverse group of people. A qualified individual should be flexible, able to work evenings and weekends as needed, enthusiastic and committed to the Food Bank’s mission.

Additionally they should have the following:

• 3 years of experience in catering
• Demonstrated ability in both written and verbal communications and listening skills.
• Able to work evenings and weekends.
• ServSafe Certification
• A valid driver’s license for the past three years
• A clean driving record (No points or moving violation within the last three years)
• Clean Drug Screening
• Satisfactory Background Screening

Physical Requirements:

• Ability to stand and walk primarily on a level surface for periods throughout the day
• Ability to reach above shoulder heights, below the waist or lifting as required
• Ability to lift up to 25 pounds regularly and up to 50 pounds on occasion
• Ability to safely operate passenger or cargo van

Application Instructions: Interested applicants should submit a resume with cover letter and salary requirements to jobs@fbd.org.

Contact Information:

Anna McDermott
jobs@fbd.org
14 Garfield Way, Newark, DE 19713

Preferred Method of Contact: Email
Company: GFK Custom Research

Job Title: mystery shopper

Position Status: independent contractor

Description: GfK is the fourth largest research marketing company in the world and boasts one of the fastest payment schedules for our independent contractors: an average 12 days after your report is accepted -- via PayPal!

GfK contracts with mystery shoppers from all over the country to complete thousands of mystery shops each month. Mystery Shoppers are independent contractors who can accept or decline work at will. Mystery Shopping is the perfect "extra income" for students/busy people and enables contractors to get paid to eat out or visit their local retail establishment and provide feedback on their services.

Mystery Shopping is work too. Mystery Shoppers must review written guidelines, pass a quiz to make sure they understand the shop they are to complete, they must fully complete the online report, and then upload any proof of visit items required (such as receipts or pictures). However, once a person becomes an experienced mystery shopper, many find the "extra income" helpful and enjoy how easy it is to fit into their schedules.

Mystery Shoppers can be any age or gender. We are always looking for more male mystery shoppers in particular, but we have thousands of shops that have no gender/age requirements.

We also currently have mystery shops at your favorite local Wings restaurant. This is a great way for you to get free food and drinks just by giving your feedback on the customer service e

GfK Mystery Shopping is part of GfK Custom Research, LLC located at 401 Park Avenue South, 8th Floor | New York, NY 10016.

Preferred Major: Open to all majors and programs

Application Instructions: If you are interested in getting paid to eat out or shop by a legitimate Market Research company then go to www.gfkmysteryshops.com and click on Apply. We have shops in your area today!

Contact Information:

amy j stone
amy.stone@gfk.com
GfK Custom Research, LLC | 401 Park Avenue South, 8th Floor | New York, NY 10016

Preferred Method of Contact: Email
Company: SubstToothFairy

Job Title: Dental Hygienist

Position Status: Full time, Part time, Paid

Description: REGISTERED DENTAL HYGIENIST {licensed in Delaware} on a part-time, full-time basis.

Preferred Major: Dental Hygiene

Application Instructions: e-mail resume to: substitoothfairy@comcast.net

Contact Information:

Seta
3025454397 (Phone)
substitoothfairy@comcast.net
2417 Silverside Road

Preferred Method of Contact: Phone
Company: Fluoron, Inc.

Job Title: Manufacturing / Installation Technician

Position Status: Full time

Description: This position includes manufacturing and installing our many products. It is based in our Elkton, Maryland facility, but requires frequent travel to perform installations worldwide (travel is mandatory). We work with Teflon and other polymers creating solutions for various industries. No experience with polymers is necessary – specific job skills can be taught to the right candidate.

The ideal candidate will have some college education, possess basic math skills and knowledge of tools, be hardworking and dependable, be willing to work overtime and travel worldwide, have a valid driver’s license with a good driving record, be able to pass a background check, willingly submit to frequent random drug testing, and possess technical aptitude. Must be both self-motivated and a team player!

Preferred Major: Open to all majors and programs

Application Instructions: Apply in person at 505 Blue Ball Rd. Bldg# 120, Elkton, MD 21921. No phone calls please.

Contact Information:

Brandy Massie
fchapman@fluoron.com
Fluoron, Inc.
505 Blue Ball Rd.
Bldg# 120A
Elkton, MD 21921

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Volunteer Department Internship

Position Status: Full time, Part time, Unpaid

Description: The Volunteer Department intern plans, organizes and oversees volunteer development by marketing, recruiting, training, and tracking the Food Bank of Delaware Volunteer Program.

The Volunteer Department intern promotes the efficient and safe operation of the salvage sorting program, works closely with Food Bank staff to identify needs, develops and utilizes an effective volunteer training program, maintains good records of activities, develops strategies for increasing volunteer participation, and proposes and implements special events as related to volunteers. The intern assists the Volunteer Coordinator in oversight of programs such as supermarket box sorting, Postal Food Drive sorting, and Stuff the Bus Food Drive. The successful operation of these programs is crucial to the Food Bank’s operation.

The Volunteer Department intern may be tasked with functions outside of the general scope of this job description, including but not limited to, assisting other staff in gathering information for public dissemination, planning and executing events to promote Food Bank activities, representing the Food Bank at community or corporate events and ensuring the tasks of the department are accomplished in case of temporary absence by department members.

The Volunteer Department intern will also be responsible for assisting in the coordination of daily meal production to be packed and delivered by drivers.

Summary of Responsibilities:

The Volunteer Department intern is accountable for working with the Volunteer Coordinator in the following areas of activity:

1. Maintains a database of volunteers and records of participation
2. Recruits, trains and supervises volunteers to assist in Food Bank activities
3. Plans and executes special events that involve volunteers with other appropriate staff
4. Maintains records of salvage sorting program
5. Informs volunteers on issues related to hunger
6. Responsible for the upkeep of the Shoppers Choice area and volunteer room
7. Responsible for all functions associated with the meal boxes
8. Safely operates warehouse equipment necessary to complete salvage operation
9. Upon request provides development staff with grant support (including writing) regarding volunteer data
10. Provides development staff with accurate volunteer information in Excel format to be transferred into GIFT
11. Coordinates volunteer activities with respect to key distribution programs, including the Community Training Kitchen’s Summer Food Service Program (SFSP).
12. Manages and supervises the Summer Youth Program
13. Assists with supervising the loading and unloading of all trucks
14. Coordinates the routine cleaning of the Food Bank of Delaware warehouse
15. Assists with coordinating individuals reporting for community service and maintaining appropriate paperwork for hours served
16. Packing vehicle with all Children’s Nutrition Program meals to be delivered to participating sites by drivers
17. Distributing/collecting Children’s Nutrition Program data as requested
18. Making sure each Children’s Nutrition Program site is given the exact amount of food ordered
19. Assisting with overall program support as needed

Principal Qualifications:
1. Demonstrated ability to work with diverse groups of people.
2. Demonstrated ability in both written and verbal communications and listening skills.
3. Demonstrated ability to multi-task
4. Demonstrated data entry abilities.
5. Willingness to learn how to operate appropriate warehouse equipment.
6. Demonstrated knowledge of community resources relating to volunteering.
7. Demonstrated willingness to solicit and make presentations to diverse groups to encourage volunteering
8. 4-year degree (or currently working toward)
9. Able to work evenings and some weekends as needed.
10. Extremely organized and familiar with routine professional functions.
11. Ability to lift at least 50 pounds.
12. Comfortable working in a warehouse environment
13. Demonstrated ability to establish as working relationship with employees, member agencies and the public.
14. Computer literacy and familiarity with Microsoft Office
15. Ability to work independently, problem solve, and think and act strategically while working towards the Food Bank’s vision of a community free from hunger
16. Professional appearance and demeanor is a requirement while interacting with a diverse array of volunteers, community supporters, potential supporters, clients, hunger relief partners, elected officials and other dignitaries.
17. General understanding of social service system and anti-hunger programs a plus.
A major challenge of this position, as with all positions, is working in cooperation with the Board of Directors, staff, member agency representatives, volunteers and the general public in an effort to achieve the Food Bank's mission. This requires frequent communication with staff and occasionally performing tasks that are not specifically indicated in the job description.

**Preferred Major:** Open to all majors and programs, Advertising Design, Agribusiness Management, Baking and Pastry Skills Studies, Commercial Transportation Studies, Communications, Construction Management, Culinary Arts, Drug Alcohol Counseling, Early Care and Education Bi

**Application Instructions:** Please Fax of e-mail your resume or CV with a cover letter explaining why you want to intern with the Food Bank of Delaware.

**Contact Information:**

Matthew Brandi  
[mbandi@fbd.org](mailto:mbandi@fbd.org)  
1040 Mattlind Way  
Milford, DE 19963

**Preferred Method of Contact:** Email
Company: Host Merchant Services

Job Title: Merchant Services Tech Support Representative, Newark, DE

Position Status: Full time, Part time, Paid

Description: This position is for part-time employment in the Operations department at Host Merchant Services, a growing credit card processing company. The shift is for regular business hours. Responsibilities: The Technical Support Representative will need to be able to provide telephone, email, web chat and on-site support services to our customers. Primary responsibilities will include terminal and point-of-sale troubleshooting, payment gateway integration and general help with their merchant accounts. Further responsibilities include statement analysis, some inbound sales, basic inventory management and other small office duties. When unable to directly assist the customer, the Merchant Services Representative will need to contact a 3rd-party support system on behalf of the customer.

Work Environment: Host Merchant Services is a small business with a lot of growth potential. The office atmosphere is casual and relaxed, but we take our jobs and obligation to the customer seriously. If you want out of the corporate world and want to join an energetic young company then this is a great place to check out.

Qualifications: While experience in payment processing is always a plus, we are happy to train talented, ambitious candidates seeking to grow and learn in a fast-paced, fun environment.

Must be comfortable talking on the phone
Great interpersonal and communication skills
Excellent troubleshooting skills
Willingness to learn new things
Able to drive to customer locations (local customers only)

Preferred Major: All Business, Computer Technology, All General Education Programs

Application Instructions: Email jeff@hostmerchantservices.net with your resume and a cover letter describing why you might be good for the job (optional).

Contact Information:

Jeff Raybould
jeff@hostmerchantservices.net
250 Corporate Blvd. Suite L
Newark, DE 19702

Preferred Method of Contact: Email
Company: Delaware Hospice

Job Title: Registered Nurses

Position Status: Full time, Part time

Description: Description: Functions as a member of the interdisciplinary team to provide Hospice services to patients and families.

Utilizes the nursing process to provide quality nursing care to Hospice patients in accordance with Delaware Hospice policy. Supports the primary care giver in the performance of physical care for the patient.

Qualifications: Current license to practice professional nursing in the State of Delaware (in New Castle County, must maintain PA license as well.) Graduate of an approved school of nursing. Bachelor's Degree in nursing preferred.

Certification in hospice nursing preferred. Minimum of two years of nursing, preferably in hospice or home care.

Preferred Major: Nursing

Application Instructions: To apply, please go to www.delawarhospice.org. Click on the "Join Our Team" link. You will be able to search our openings and submit your online application. No phone calls, please.

Contact Information:

Holly McKenna
hmckenna@delawarehospice.org
3515 Silverside Rd.
Wilmington, DE 19810

Preferred Method of Contact: Email
Company: State Farm

Job Title: Receptionist / Agent Trainee

Position Status: Full time, Paid

Description: Join a small team of licensed professionals with over 100 years of experience in Property Casualty Insurance. The candidate must be willing to obtain a Delaware insurance license.

The person hired will begin as a receptionist providing customer service while training to become a licensed insurance agent.

Preferred Major: Open to all majors and programs

Application Instructions: Please send a resume to george@gbunting.com. No phone calls, please.

Contact Information:

George Bunting
gorge@gbunting.com
19716 Sea Air Ave #1
Rehoboth Beach, DE 19971

Preferred Method of Contact: Email
Company: Hologic, Inc.

Job Title: Equipment Technician

Position Status: Full time

Description: Hologic, Inc. (Nasdaq: HOLX) is a leading developer, manufacturer and supplier of premium diagnostic products, medical imaging systems, and surgical products dedicated to serving the healthcare needs of women throughout the world. Hologic is a market leader in mammography and breast biopsy, breast magnetic resonance imaging, radiation treatment for early-stage breast cancer, cervical cancer screening, treatment for menorrhagia and uterine fibroids, permanent contraception, osteoporosis assessment, preterm birth risk assessment, mini C-arm for extremity imaging, and molecular diagnostic products including human papillomavirus (HPV) testing and reagents for a variety of DNA and RNA analysis applications.

Summary of Duties and Responsibilities
• Perform equipment maintenance both ongoing and preventative, repairs and process development in a 100 cleanroom and Production environment.
• Primary support to coaters, microscopes, pumps, and other equipment as required.
• Troubleshoot and repair of equipment.
• Support manufacturing engineering on technical projects.
• Perform equipment measurements and inspections based on written documentation.
• Follow all requirements for working in a Class100 cleanroom.
• Follow all ESD requirements.
• Proficiency with all basic hand tools.
• Ability to work in a cleanroom environment with minimal supervision.
• Document equipment maintenance procedures.
• Perform measurements and inspections based on written documentation.
• Understand and follow all safety requirements of the equipment and processes in assigned area of responsibility.
• Ability to read and follow written specifications and/or procedures in all operations.
• Perform daily maintenance, both ongoing and preventative, of all equipment within assigned area.
• Ensure the use of the correct maintenance procedures and Checklists / Specs.
• Assist in the investigation and resolution of process problems within assigned area.
• Ensure that thorough documentation concerning equipment is properly recorded and tracked.
• Assist engineering and technicians to resolve production issues on a daily basis.
• Work on special projects as requested.
• Ability to effectively participate in equipment installs, upgrades and improvements.
• Must be willing to work any shift and perform other related duties as directed.
Qualifications
• Proficiency with electrical test equipment such as multimeters and microscopes.
• Ability to read and follow electro-mechanical assembly drawings, procedures and schematics.
• Ability to follow Hologic written procedures to maintain GMP compliance and ISO 13485 certification.
• Must have very good computer skills and knowledge.
• Must be detail oriented and work as a team with other technicians.
• Ability to communicate effectively with others, both written and verbally.

Education
• Associate Degree in Electronics Technology preferred to equivalent work experience.

Experience
• Minimum of 2 years working in a manufacturing/production environment.
• Minimum of 2-5 years of working experience performing intricate and/or heavy machine and equipment maintenance, troubleshooting, repair, testing needs assessment and ability to maintain continued support.

Specialized Knowledge
• Minimum of 2 years experience working in a cleanroom environment preferred.
• Electrostatic Discharge (ESD) knowledge a plus.
• Working knowledge of Oracle application preferred.

Additional Details (Including Physical & Mental requirements)
• Must be able to repetitively lift and carry product weighing approximately 30 lbs.
• Training for this position will take place from 8:00 a.m. - 5:00 p.m. for approximately 6 months. After training, working hours for this position are from 3:00 p.m. to 12:00 a.m. with a 10% shift differential.

Preferred Major: Electromechanical, Electronics Engineering Technology

Application Instructions: Please email toni.patrick@hologic.com or go to www.hologic.com/careers and apply to IRC35115.

Contact Information:

Toni Patrick  
toni.patrick@hologic.com  
600 Technology Drive  
Newark, DE 19702

Preferred Method of Contact: Email
Company: Habitat For Humanity

Job Title: AmeriCorps Team Member

Position Status: Full time

Description: Through AmeriCorps, you can make a tangible difference in Habitat Choptank's ability to positively impact the lives of local working families while also developing your skills and leadership abilities. You'll be able to work with Habitat Choptank's professional construction staff, volunteers and future home owners in all aspects of it's sustainable home building program.

Successful candidate must be able to meet these physical requirements: occasional living and hauling - comfort with heights (ladders, scaffolding, etc.) Ability to complete physical work outside year round.

SERVICE DESCRIPTION

Service Year: September 2013 - July 2014

Schedule: Tuesday - Saturdays for 40 hours / week

Benefits: Living allowance of $12,100 for the full 46.5 weeks of service

   Educational award of $5,550 at successful completion of the service year

*Additional benefits can include health and dental coverage, worker's compensation coverage, child care, and student loan forbearance (if applicable) for the service year.

Preferred Major: Open to all majors and programs

Application Instructions: Apply or respond to director@habitatchoptang.org by July 25, 2013.

Phone Number: 410-476-3204. Website: www.HabitatChopTank.org

Contact Information:

Habitat for Humanity
410-476-3204 (Phone)

director@habitatchoptank.org

Preferred Method of Contact: Email
Company: NAM Youth Marketing

Job Title: Student Brand Ambassador

Position Status: Part time

Description: Looking for a part time employee to help with marketing campaigns for NAM Youth Marketing: the best nationally known college advertising company to provide a multitude of promotional opportunities for college marketing and youth marketing.

The Student Brand Ambassador will be responsible for Promoting Exclusive Events, Sampling, and Media Placements. This role is of upmost importance because you are becoming the voice of the brand.

Flexible hours, part-time work

Location: Near Campus

Compensation: $12-$15 hourly

Email or apply online with Inquiries-First Come First-Served For These Positions – These Fill Quickly!!

Preferred Major: Open to all majors and programs

Application Instructions: You can apply online: http://enroll.collegiatepromotions.com. And the job page is here: http://www.collegiatepromotions.com/campus-marketing-rep-job/

Contact Information:

Rachel Noah
rachelnoah@college.marketplace.com
PO Box 1170
Conway, NH 03818

Preferred Method of Contact: Email
Company: Sears Holding Corporation
Job Title: Retail Sales
Position Status: Part time
Description: Retail Sales Position
Preferred Major: Open to all majors and programs
Application Instructions: Online applications required: www.sears.com
Contact Information:
Penny Adkins
22954 Sussex Highway
Seaford DE 19973-1756
Preferred Method of Contact: Email
Company: Acero Precision

Job Title: Manufacturing Engineer

Position Status: Full time, Part time

Description: Acero Precision is a leading, global OEM Contract Manufacturer of precision machined components and is looking for a Manufacturing Engineer. We specialize in the manufacturing and assembly of complex, close tolerance products. Our range of clients includes the Medical Device, Motorsport, and Analytical Industries. Acero Precision is building a brand new state-of-the-art 80,000 square foot manufacturing facility located in West Chester, PA, a suburb of Philadelphia.

In order to maintain our growth and continue serving our customers with excellent service, our Recruiting Team searches for the best and brightest in their field. We are seeking Manufacturing Engineers to develop programs, processes, and lead teams of Manufacturing Engineering Technicians, Class 1 and Class 2 CNC machinists and Manufacturing Assistants for the following CNC machine types or equivalents:

Mazak Integrexes
Mazak Variaxis 5 Axis Mills with Pallet Pools
HCN 4000 Horizontal Mills with Pallet Pools
Star Swiss Machines Types: SR10J, SR-20RII, SR-20RIII, SV-20 and SV-32

Job Responsibilities:
The primary responsibility of a Manufacturing Engineer is to create, document, develop, and implement procedures required to process, manufacture, assemble, and test the products of our company. A Manufacturing Engineer will provide training, leadership, and guidance to all personnel within the group(s) or cell(s), including Manufacturing Engineering Technicians, Class 1 and Class 2 Machinists and Manufacturing Assistants.

Daily operations include, but are not limited to:
Interpret blueprints to create complex, close tolerance parts.
Troubleshoot and correct CNC system processes, including: fixtures, tools, and programs to support design specifications.
Develop and document processes to control manufacturing methods and quality control that is compliant with ISO 13485 and 9001.
Utilize programming knowledge in Master CAM and Solid Works

Required Experience:
At least three (3) years strong CNC programming, statistical methods, and CAD programs.
At least three (3) years CNC machining experience working several machines simultaneously, either Mazak Lathes/Machining Centers, Star Swiss Style Lathes or equivalents.
At least three (3) years experience managing teams running several machines simultaneously. Experience in mentoring and coaching Class 1 & 2 Machinists. Willing to work 50 or more hours weekly, and potentially two Saturdays per month. Basic computer knowledge. Familiarity with MS Word, Excel and Outlook. Experience in setting-up and operating CNC Machines without support from engineering. Knows tolerances and fits required on precision metal work. Experience in mentoring and coaching Machinists and Manufacturing Assistants.

**DESIRED**
A BS degree in Mechanical Engineering or equivalent work experience. Certifications or specialized training. Management of teams running Mazak Lathes/Machining Centers or Star Swiss Style Lathes. At least seven (7) years of experience in tooling, machine tool programming, methods, inspection procedures and work holding.

**Preferred Major:** Engineering Technology Computer Aided Design, Laser and Optics Studies

**Application Instructions:** Please send resumes to mlogan@aceroprecision.com.

**Contact Information:**
Joanne Fitzgerald
jm@aceroprecision.com
5149 West Chester Pike
Newtown Square, PA 19073

**Preferred Method of Contact:** Email
Company: Internjump

Job Title: Graphic Designer intern

Position Status: Part time, Paid

Description: Graphic Designer intern: (Paid Internship)

Student will work directly with the Creative Director in driving ideas into visuals

Preparing advertising and marketing materials

Creating infographics and other visual arts

Creating fun online memes

Must have knowledge of Adobe Photoshop and Adobe Illustrator

Monthly stipend

Location: New York, NY (Financial District)

*stipend amount will be disclosed on the date of hire.

Preferred Major: Open to all majors and programs

Application Instructions: To apply for this position, please visit http://internjump.com/internship/811/show register and search with keyword “graphic designer intern”

Contact Information:

sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Social Media Interns

Position Status: Paid, stipend

Description: Social Media Interns: (Paid Internship)
• Locate prospective businesses and market our products
• Update statuses on the hour to let students and employers know of our services
• Create marketing posts for Facebook and Twitter
• Field calls as needed from clients and students
• Speaking to universities about internships available through us

Location: New York, NY (Financial District)

*stipend amount will be disclosed on the date of hire.

Preferred Major: Open to all majors and programs

Application Instructions: http://internjump.com/internship/812/show to register and apply for our exciting opportunities and many other as well.

Contact Information:

sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Motion Graphics Internship

Position Status: Paid, stipend

Description: Motion Graphics Internship: (Paid Internship)
• To brainstorm about making unique videos that can become viral
• To build maintain and create specific ideas that can be implemented into video
• Have an imagination, there’s not too much we won’t let go (within reason)
• Work hand in hand with the CEO, CTO, and CMO to give valuable C-level feedback

Location: New York, NY (Financial District)

*stipend amount will be disclosed on the date of hire.

Preferred Major: Open to all majors and programs

Application Instructions: [http://internjump.com/internship/813/show](http://internjump.com/internship/813/show) to register and apply for our exciting opportunities and many other as well.

Contact Information:

sarah yosefov
[syosefov@internjump.com](mailto:syosefov@internjump.com)
30 broad st

Preferred Method of Contact: Email
Company: Internjump

Job Title: Fashion Internship with Alice & Olivia

Position Status: Unpaid

Description: This internship offers firsthand experience at working in social media at a widely known women’s contemporary designer.

Responsibilities will include:

- Posting to various social media platforms
- Researching the latest apps and social media trends
- Brand comparisons
- Creating new blog ideas, contests, and content

Internship is unpaid, but does offer free lunch.

Day – 3-5 days a week

College credit can be given

Preferred Major: Open to all majors and programs

Application Instructions:

Contact Information:

sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Investment Bank Intern

Position Status: Unpaid

Description: An established boutique investment bank in downtown Manhattan, National Securities is looking for several interns for an investment banking internship. The internship will offer exposure to investment banking and equity research. Interns will gain interaction with senior bankers and get deal experience for their resume. This is a great opportunity for students considering careers in wealth management, investment banking or equity research. This boutique investment bank is working with Internjump.com to screen and manage their summer internship program in order to streamline recruiting.

Preferred Major: Open to all majors and programs

Application Instructions:

Contact Information:

sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Sports Marketing Internship

Position Status: Unpaid

Description: Apel-Spero, a full service advertising agency that focuses on sports and entertainment, is growing again, and we’re looking for bright, enthusiastic interns. Among our clients are the US Open (tennis), The New York Mets, The Miami Dolphins, The New York Jets, Modell’s, The Orange Bowl, WWE, and MLS.

We’re searching for an organized and enthusiastic individual to join our team. This position is ideal for someone with interest in media planning and buying.

Responsibilities include:
• Media buying and media planning
• Marketing and promotion
• Gathering and organizing media rates and research information
• Interacting with vendors and clients
• Monitoring media buys, delivering traffic instructions, confirming spot delivery with stations/networks
• Coordinating media buys
• Account management
• General office duties

Additional Qualifications: Must be highly organized, detail oriented and have the ability to multi-task and work effectively under pressure in both a team setting, and individually. Must possess superior verbal and writing skills. Must have strong interpersonal skills and have the ability to manage a complex workload, able to work well under pressure and deadlines. An interest in sports and entertainment. Excellent computer skills (MS Office, Excel, Power Point, etc). Ability to think strategically. General office experience. This is an excellent opportunity for the right person to have a hand in all levels of advertising, marketing and promotion.

Requirements: Must be highly organized, detail oriented and have the ability to multi-task and work effectively under pressure in both a team setting, and individually. Must possess superior verbal and writing skills. Must have strong interpersonal skills and have the ability to manage a complex workload.

Preferred Major: Open to all majors and programs

Application Instructions:
Contact Information:
sarah yosefov
646-480-4813
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Social Media Strategy Intern at a Fast Paced Tech Startup

Position Status: Unpaid

Description: Are you obsessed with finding and sharing stories online? Do your friends look to you on Facebook and Twitter for the latest trends, ideas, and memes? ETech 7 is a NYC based tech startup set on changing how businesses handle their IT Assets and Internet Marketing Campaigns. ETech 7 has a fast paced work environment and we seek talented employees who crave learning new skills and aren't afraid to tackle big projects. As an intern you will get to work with a variety of our executive staff and will work on real projects that will help us grow. Our ideal candidate is someone who walks into a room of people and can't leave without making a few friends. Someone who is obsessed with social media and is creative and thoughtful when interacting with online communities and building relationships. What You Will Learn: • How to create a long term social media plan and marketing calendar. • How to track social media analytics using HootSuite, Hubspot, and other software, and report results and new ideas to our marketing team. • How to create compelling content and get it shared by influencers. • Techniques to create viral loops between our Facebook Page, twitter, and blog accounts • Much more -- your will work closely with our Director of Marketing and other team leaders. • Coordinate online marketing and advertising campaigns and update Web sites What We Require: • Background in Marketing, Communication, or other related discipline. • Provide links to 1-3 social networking profiles to demonstrate interest and knowledge • Possess skills in writing, presentation, and customer management • Highly organized, with an ability to prioritize time-sensitive assignments. • Fearless -- not afraid to be a bold and outside the box thinker. • Love for using social networking sites, and general excitement to learn new skills. If this sounds interesting we want to hear from you.

Preferred Major: Open to all majors and programs

Application Instructions:

Contact Information:

sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Description: Graphic / Web Intern Extraordinare

Position Status: Unpaid

Description: ROKO Labs is looking for a dynamic, smart and fearless intern to join our growing team! We design, develop, produce and manage mobile solutions for companies across the globe, and are seeking an intern who can assist and participate in various stages of the design and development process.

Candidates should be comfortable working in a fast paced, team environment, and be excited to work with clients that range from startups to Fortune 500 companies. The ideal candidate will finish the internship having gained broad experience in various aspects of mobile strategy, design and development, with an opportunity to be brought on for a full time paid position.

Responsibilities include:
• Create wire-frames for mobile and web projects
• Create mock ups of product features
• Author in-depth product specifications and user personas
• Client research and analysis
• Design layouts for presentations for client pitches in PPT, Keynote, PDF, etc.
• Participate and contribute to the creative process for mobile, front end, and back end web design and development
• Research competitive media executions in both web based, and mobile mediums.

Required Skills:
• Smart; passionate about user interface and building products that delight the user
• Microsoft Office: PowerPoint, Word, Excel
• An understanding of HTML, CSS, XML.
• Bonus: Adobe Creative Suite – Photoshop, InDesign, Illustrator, Dreamweaver

Preferred Major: Open to all majors and programs

Application Instructions:

Contact Information:
sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Fashion Marketing Intern

Position Status: Unpaid

Description: The Boston Bazaar is a fashion and lifestyle company based in Boston. We have just released our first publication Tosser Magazine and we’re looking for a couple of marketing interns to join our team. While the position is fashion based interns will be expected to have an understanding of marketing concepts. Marketing fundamentals. Interns will work individually and in teams and will be expected to make a weekly commitment of at least 20-25 hours.

You will be working with affiliates of The Boston Bazaar, Boston Bazaar events, and other promotions including the online store and clothing lines. You will also be working on advertising campaigns for our .com and Tosser Magazine. We strongly encourage anyone with a strong interest in marketing to apply.

We have 2 positions open. For those applying for a year long internship you will be eligible for hire upon the completion of your internship.

Responsibilities
- Marketing interns have to learn the basics of advertising like doing media research
- You know about product management by helping to compile and prioritize features
- You must study the demographic details of our target consumers and help in forming strategies to attract them
- You need to actively send responses and follow up
- You must file records and engage in database research
- Interns need to compile a list of targeted resellers and mail them frequently and may have to follow up with a phone call. Interns must help with public relations, copywriting, customer follow-up and other events.
- You would participate in weekly meetings to share the status of your work

Preferred Major: Open to all majors and programs

Application Instructions: When applying be sure to write your cover letter in the "Personal Message" section. Include your contact information: email and phone number. If these are not included we will not respond to your application. Fill out the internship.com resume completely. Feel free to attach your resume but we primarily use the resume form on this website to review your application. We are currently ONLY looking for Spring 2013 applicants. If you are a student you MUST be enrolled in an internship class for the Spring. We will not accept interns that are not using this internship for credit. If you are a graduate we will also need proof of graduation. Start & end dates will depend on the start and end dates of your semester.
Contact Information:

Sarah Yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: Investment Banking Analyst

Position Status: Full time, Stipend

Description: Investment Banking Analyst FULL TIME

The key responsibilities of an Analyst at HT Capital Advisors, LLC are to provide both technical and general transaction support as an integral member of a deal team. The position requires strong analytical skills to conduct challenging financial analyses on a broad range of transactions. Exposure to clients and the opportunity to assume higher levels of responsibility on transactions and projects is expected. A degree in finance or accounting is strongly preferred, with two or more years of financial analysis experience a plus.

Preferred Major: Open to all majors and programs

Application Instructions:

Contact Information:

sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Internjump

Job Title: IT Associate

Position Status: Full time, Stipend

Description: Baked by Melissa is currently seeking a motivated and detail-oriented network ninja to join our team as IT Associate! The ideal candidate for this position has experience in network administration and telecommunications, and has a genuine enthusiasm for identifying existing and potential problems and developing tech-based solutions to those problems. This position is based out of our corporate office in Union Square, and will also involve work on-site at our store locations.

ESSENTIAL RESPONSIBILITIES
• Ensures the stability and integrity of in-house wireless network services
• Oversees the installation, monitoring, maintenance, support, and optimization of all WLAN hardware, software, and communication links
• Coordinates strategies for defining, deploying, and maintaining the company's IP telephony voice communication architecture and associated network connections and component hardware
• Performs regular maintenance and upgrades of company hardware and software
• Participates in installation of tech solutions at new and existing locations

WHAT WE'RE LOOKING FOR
• 2 years experience in network administration and support, telecommunications, and VoIP support
• Strong written communication skills
• Highly organized and detail-oriented
• Able to establish and meet deadlines, working on multiple projects simultaneously
• A Bachelor's Degree from an accredited University is required for consideration

Preferred Major: Open to all majors and programs

Application Instructions:

Contact Information:
sarah yosefov
syosefov@internjump.com
30 Broad St

Preferred Method of Contact: Email
Company: Connected Locally

Job Title: Paid Marketing Position

Position Status: Full time, Part time, Paid

Description: Applicants will perform Business to Business sales for rapidly spreading marketing technologies. Our staff is largely comprised of students; by allowing you to create your own hours and earn high commissions, your focus will remain on your education. We offer services like website creation, logo's & hosting, text message marketing, SEO, Mobile websites, and other business solutions.

Preferred Major: Open to all majors and programs, Entrepreneurship, General Business, Management, Marketing, All Business Programs, All Computer Technology Programs

Application Instructions: Text ME2B to 72727 or get prompted through our application process at www.connectedlocally.com.

Contact Information:

Brenna O'Brien
support@connectedlocally.com
111 Water Street, Suite 5

Preferred Method of Contact: Email
Company: GS-Tek

Job Title: Sales, entry level

Position Status: Full time, Part time, Paid

Description: GS-Tek is a Chromatography column manufacturer in Newark. GS-Tek serves analytical chemists in all scientific and industry areas. GS-Tek is looking for entry level sales with good communication skill and good interpersonal ability. College Chemistry knowledge or chromatography is plus. For details, pls contact info@gs-tek.com.

Preferred Major: Open to all majors and programs

Application Instructions: Cover letter, resume

Contact Information:
Zack
info@gs-tek.com
GS-Tek
625 Dawson Drive, Ste G
Newark, DE 19713

Preferred Method of Contact: Email
**Company:** J.Crew Factory Rehoboth Beach

**Job Title:** Part-Time Sales and Stock

**Position Status:** Part time

**Description:** Want to love your job?

If you're friendly, smart and creative, you might be perfect for J.Crew!

We are committed to affirmatively providing equal opportunity to all associates and qualified applicants without regard to race, color, ancestry, national origin, religion, sex, marital status, age, sexual orientation, gender identity or expression, legally protected physical or mental disability or any other basis protected under applicable law.

**Preferred Major:** Open to all majors and programs

**Application Instructions:** Please apply directly at the J.Crew Factory Store:

36454 Seaside Outlet Drive
Suite 1770
Rehoboth Beach, DE 19971

**Contact Information:**

Store Manager
store.038@jcrew.com
36454 Seaside Outlet Drive
Suite 1770
Rehoboth Beach, DE 19971

**Preferred Method of Contact:** Address / Mailing
Company: Kortas Marketing & Benefits

Job Title: Intern

Position Status: Part time

Description: Come learn all the skills necessary to own your own business in the highly compensated world of Insurance Sales! You will learn how to market, develop a business plan, execute the plan, and become licensed!

Preferred Major: Open to all majors and programs

Application Instructions: Please call to set up an interview. HURRY!! Spaces are few and going fast!!!

Contact Information:

Walter Kortas
(302) 602-0165 (Phone)
walter_kortas@us.aflac.com
102 Larch Circle,
Suite 102
Newport, De 19804

Preferred Method of Contact: Phone
Company: UniSite Design, Inc.

Job Title: Production Supervisor (Welding)

Position Status: Full time

Description: UniSite Design, Inc. is seeking a highly motivated, knowledgeable and experienced candidate with excellent supervisory skills who can add value to our Production Team in our Welding Department. The Production Supervisor is an overseer whose main responsibility is the direct supervision of production personnel. The successfully candidate is responsible to organize his/her department and employees, visualize future impacts and needs, energize the employees to get their tasks done and supervise their work ensuring that the productivity and quality standards are met. The ideal candidate must exhibit the leadership ability to get operational results, work well with people, communicate effectively; uphold all safety guidelines; and develop people in an environment that fosters change.

Tasks: Lead, supervise, evaluate, and coach personnel to maximize efficiency and quality of the work performed. Review equipment operations to ensure reliability. Ensure all manufacturing requirements are met. Effectively communicate company and department goals, achievements, problems, solutions, practices, changes; Enforce all company policies, rules, and regulations. Maintain a world-class safe, clean, and organized environment. Maintain high ethical standards and integrity; Conduct all operations in a professional and businesslike manner. Complete and issue production, maintenance, and project status reports as required. Assist as needed by conducting (teaching) in-house training (safety, operational, quality, maintenance, and orientation) classes for employees. Work with operators and maintenance to troubleshoot equipment performance/quality issues and causes for breakdowns. Direct and coordinate the activities of employees engaged in production. Confer with other supervisors to coordinate operations and activities within or between departments. Demonstrate equipment operation, work process and safety procedures to new employees, or assign experienced workers to carry out training. Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs. Develop and recommend improvements of facilities, equipment, or procedures to improve safety, quality, and efficiency. Manage process and material flows, space management; Work with the Engineering Department and management to maximize space utilization. Build quality into all aspects of work by maintaining compliance to all quality requirements. Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. Maintain staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities. Complete production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems.
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, talk or hear. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Experience and Education: High School Diploma (or GED or High School Equivalence Certificate) required. Associates or Bachelor’s Degree preferred or at least 5-7 Years experience in a supervisory capacity Computer literate- MS Office preferred Previous metal fabrication experience required Welding experience and/or certification a plus

Equal Opportunity Employer M/F/D/V

Preferred Major: Open to all majors and programs

Application Instructions: Please apply online at: https://home.eease.adp.com/recruit/?id=1515651 or in person at UniSite Design, Inc. 1105 Park Lane, Denton MD 21629

Contact Information:

Carole Feldkamp
carolef@victorstanley.com
1105 Park Lane
Denton, MD 21629

Preferred Method of Contact: Email
Company: UniSite Design, Inc.

Job Title: Production Assembler

Position Status: Full time

Description: UniSite Design, Inc. is a manufacturer of high quality commercial grade site furnishings. If you like working in a fast pace environment and enjoy working with your hands, we may have a position for you. We are seeking highly motivated individuals to work in our manufacturing facility as Production Assemblers. No experience necessary. Candidates will be working with experienced production personnel.

Equal Opportunity Employer M/F/D/V

Preferred Major: Open to all majors and programs

Application Instructions: Apply online at: https://home.eease.adp.com/recruit/?id=4747081 or in person at UniSite Design, Inc. 1105 Park Lane, Denton MD 21629

Contact Information:

Carole Feldkamp
carolef@victorstanley.com
1105 Park Lane
Denton, MD 21629

Preferred Method of Contact: Email
Company: UniSite Design, Inc.

Job Title: Maintenance Custodian

Position Status: Full time

Description: UniSite Design, Inc. is seeking a Maintenance Custodian who works directly within the Maintenance Department to support Production. This position is responsible for cleaning production machinery, maintaining factory appearance, and general housekeeping. They are responsible for regular cleaning and lubrication of production machinery, painting of machinery and the building, dusting, emptying trash receptacles, cleaning interior and exterior of powder coating lines, and thoroughly cleaning the bathrooms and break rooms. Tasks: Degrease and wipe down all machinery throughout the factory. Paint machinery as needed. Blow out and wipe down welding robots and manual welders. Clean exterior of powder coating booths and blow down the interior of the booth. Monitor level of powder on batch line booth, reclaim units, and empty as required. High dust all storage racks and vertical surfaces. Clean all walls/poles/stanchions etc. Paint all horizontal surfaces as required. Paint floor lines as needed. Empty factory and break room trash receptacles daily. Thoroughly clean bathrooms; floors, toilets, sinks etc, refill soap dispensers, empty trash, and replace toiletries on the off days of the commercial cleaning company. Mop and buff the break room floor as needed. Other duties as assigned.

Preferred Major: Open to all majors and programs

Application Instructions: Please apply to the link below:
https://home.eease.adp.com/recruit/?id=2933681

Contact Information:

Carole Feldkamp
carolef@victorstanley.com
1105 Park Lane
Denton, MD  21629

Preferred Method of Contact: Email
Company: UPS

Job Title: Package Handler

Position Status: Part time

Description: Students working as package handlers, average 3 to 4 hrs per day of loading, unloading or sorting packages. Applicants must be capable of, lifting, lowering, pushing and pulling packages weighing up to 70 lbs consistently and at a brisk pace.

Job highlights:
• Monday through Friday work week (No Weekends).
• Have a set work schedule. (Usually 3 to 4 hours per day)
• Receive raises of up to $2.00 per hour in only 90 days of employment. (Morning shift)
• Receive 21 paid days off after 1 year of employment. (vacations, holidays & sick days) 401K, more
• Receive full, company paid, health care benefits after 1 year of employment (medical, prescription, vision, and dental. Family coverage begins after 18 months).
• Membership in the Teamsters union.
• Like a gym memberships, this job helps keep you in shape with a daily rigorous physical work out before or after school.
• Excellent advancement opportunities (UPS promotes from within for all positions including part time management who receive $4,000.00 per year of college tuition).
• Permanent jobs require a 1 year commitment of an applicant to be considered for the position.
Seasonal positions (Christmas) begin hiring after September 22.

Preferred Major: Open to all majors and programs

Application Instructions: All applications are taken online at www-upsjobs.com. Select "PT Package Handler" for the Newark DE location. Please select the time frame you are interested in. Sunrise = Preload 4:45 AM to 8:30 AM. Twilight = Local Sort 6:00 PM to 9:45 PM. If the package handler position does not appear, or it indicates there are no appointments available, please be patient and check back every few days.

Contact Information:

Mike Bradley - Human Resources
mikebradley@ups.com
UPS Human Resources
325 Ruthar Drive
Newark DE 19711

Preferred Method of Contact: Address / Mailing
Company: Comcast

Job Title: Direct Sales Representative

Position Status: Full time

Description: Job Overview

Responsible for selling and promoting Comcast products with focus on video, high-speed internet, phone services and XFINITY Home. Increases product penetration in designated territories through sales to former individual customers.

Tasks
- Demonstrates strong understanding of Comcast products, promoting and selling offerings to individual customers by knocking every door within assigned territory. Displays thorough and recent competitive knowledge of features, benefits, product differences, pricing, and campaigns for video, high-speed internet, phone services and XFINITY Home.
- Communicates and develops rapport with customers. Evaluates customers' existing and potential product needs and make recommendations. Increases customer understanding of Comcast products and pricing models as well as competitive advantage over other service providers. Evaluates competitive offers and frame response to show the benefits of Comcast.
- Meets and exceeds sales goals as established by local market. Independently establishes and organizes daily sales activities. Generates business through established and approved creative methods of lead generation. Implements effective sales closing techniques to ensure product installation goal is achieved.
- Demonstrative record of success in outbound sales environment with emphasis on business to consumer sales.
- Displays thorough understanding of video, high-speed internet, phone services and XFINITY Home.
- Possesses impeccable communication, organizational, and people skills, as well as strong customer service skills.
- Illustrates strong technical capability (computer knowledge, billing system, databases).
- Must meet the physical requirements of the job including, but not limited to, the ability to walk and/or travel door-to-door for considerable distances in all types of weather conditions.
- Obtaining and maintaining any credentials and/or licenses necessary to sell and/or design alarm systems as required by applicable law.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Other duties and responsibilities as assigned.
- High School Degree or Equivalent
- Generally requires 2 - 3 years related experience.
Additional Requirements
- Demonstrated record of success in outbound sales environment with emphasis on business to consumer sales preferred but not required.
- Goal-oriented individual
- Excellent and engaging communication skills, ability to build quick rapport with customers
- Positive attitude: pursues sales goals with self-confidence and resolve, bounces back after disappointment or rejection
- Ability to quickly adapt when facing resistance or changing customer priorities
- Ability to maintain solid relationships with subscribers
- Good time management and organizational skills
- Neat, professional personal appearance
- Reliable personal transportation. Valid Driver's license.
- Ability to work extended hours and weekends.
- High School diploma or equivalent.

Comcast is an Equal Employment Opportunity/Affirmative Action/Drug-Free workplace employer.

Preferred Major: Open to all majors and programs

Application Instructions: www.comcast.com/careers

Contact Information:

Comcast Recruiting
julianne_rondeau@cable.comcast.com
www.comcast.com/careers

Preferred Method of Contact: Email
**Company:** Citi Trends

**Job Title:** Store Sales Associate

**Position Status:** Part time

**Description:** Citi Trends is looking for a dedicated Store Sales Associate to join our team at one of the largest chains in the value-priced urban apparel industry. We’re growing, so if you’ve ever wanted a chance to lead the way, this is it.

**Job Duties:**
- Processing freight
- Handles all cash, checks and credit cards correctly and by company policy
- Provides proper customer service such as, but not limited to, greeting customer, abides by fitting room policies, rings customer in a timely fashion, thanks customer for shopping at store and invites them to return
- Responsible for assisting Store Manager with Loss Prevention procedures, including preventing shoplifting and cash losses, reporting incidents of theft or dishonesty and following all current operational policies

**Qualifications:**
- High school diploma or equivalent
- Excellent communication and organizational skills
- Ability to work a flexible schedule including nights and weekends
- Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages

**Preferred Major:** Open to all majors and programs

**Application Instructions:** To apply, please visit:
https://www.cititrends.apply2jobs.com/HVExt/index.cfm?fuseaction=mvExtExternal.showPositionDetails&PID=52&sid=167

**Contact Information:**

Matthew Barker  
mbarker@cititrends.com  
104 Coleman Blvd  
Savannah, GA 31408

**Preferred Method of Contact:** Email
Company: Chick-fil-A Rehoboth Beach

Job Title: All positions

Position Status: Full time, Part time, Paid

Description: Chick-fil-A is coming to Sussex County!! We are hiring for all positions

We are looking for people display the following qualities:

* Integrity
* Hardworking
* Motivated
* Stewardship
* Great Spirits

Application Instructions: We are located at 19531 Coastal Highway Rehoboth Beach DE (in the Kmart parking lot). Please come to the Job trailer M-F 9-5 or email rehobothbeachcfa@gmail.com for an application ** Please do not call

Contact Information:

Zach Hayes
rehobothbeachcfa@gmail.com
19531 Coastal Highway
Rehoboth Beach DE 19971

Preferred Method of Contact: Email
Company: Mid-Atlantic Benefits

Job Title: HR Coordinator

Position Status: Part time, Paid, Unpaid

Description: Interns will be closely involved in the processes of Marketing and Human Resources. If accepted, interns will be offered the opportunity to make this a paid internship. Come join this Fortune 500 Company today!

Preferred Major: Open to all majors and programs

Application Instructions: Email resume to Stephanie_creech@us.aflac.com OR call 302-261-5171.

Contact Information:

Stephanie Creech
stephanie_creech@us.aflac.com
1006 W. College Road
Suite 205
Dover, DE 19904

Preferred Method of Contact: Email
Company: Eastern Shore Physical Therapy- Berlin, MD

Job Title: Physical Therapist Assistant

Position Status: Full time

Description: OUTPATIENT ORTHO & NEURO PTA JOB LISTING IN BERLIN, MD

If you are a flexible and energetic Physical Therapist Assistant who is seeking an exciting and rewarding career opportunity, then now is your time to come join us at Eastern Shore Physical Therapy, in Berlin, MD. We are privately owned outpatient center that takes pride in focusing on 1:1 care and we treat patients from 7 years old up to a 107 years old. Caseloads are composed 70% orthopedics/ 15% neurological/ 15% general deconditioning. We treat many HS athletes pre and post surgery. Manual therapy skills are strongly utilized, including, Muscle Energy and StrainCounterstrain- the owner, is a Certified Orthopedic Manual Therapist. Many benefits are available, including medical, dental and vision insurance; paid time off, paid holidays, and competitive compensation. We are located 10 minutes from the beautiful beaches of Ocean City, MD and Assateague Island. If you are interested in this great opportunities, then please contact Kathleen Weinstein, PT, DPT at kathwein@live.com.

Preferred Major: Physical Therapist Assistant

Application Instructions: Interested applicants please email kathleen weinstein at kathwein@live.com with any comments or questions and you can email or fax your resume to 410-641-2914.

Contact Information:

kathleen weinstein
kathwein@live.com
Eastern Shore Physical Therapy
314 Franklin Avenue Suite 405
Berlin, MD 21811

Preferred Method of Contact: Email
Company: Hola Media Network

Job Title: Bilingual Radio Host

Position Status: Part time, Unpaid

Description: Learn how to operate, talk, produce and have fun on air, temporary internship with possibility to be hired.

Preferred Major: Open to all majors and programs, All General Education Programs

Application Instructions: We speak English and Spanish, so just let Us know by email kevin@maxima900.com

Contact Information:

Edwin Andrade
holafm927@msn.com
20200 Dupont Hwy, Georgetown, DE 19947

Preferred Method of Contact: Email
Company: City of Dover

Job Title: Motor Equipment Operator/Sanitation

Position Status: Full time

Description: The City of Dover Department of Public Works is seeking qualified applicants for the position of Motor Equipment Operator I in the Sanitation Department. This position is a combination of equipment operation and labor tasks and involves a variety of semi-skilled tasks associated with the collection and transportation of municipal solid waste. The successful candidate will work under a varying degree of supervision which will require an ability to contribute to the decision making process. Overtime is required as needed. The ability to perform medium to heavy work, lifting 75 pounds on an occasional basis is required.

Preferred Major: Open to all majors and programs

Application Instructions: The City of Dover offers an excellent total compensation package which includes health insurance and 401 retirement. To apply, submit a City of Dover employment application with a cover letter detailing related experience along with a resume to: City of Dover, Attn: Human Resources Department, P.O. Box 475, Dover, DE 19903. An application can be obtained in the Human Resources Department at City Hall or online at www.cityofdover.com. EOE/AA

Hourly Rate: $12.15

Contact Information:

Department to Public Works
City of Dover, Attn: Human Resources Department, P.O. Box 475, Dover, DE 19903

Preferred Method of Contact: Address / Mailing