CHARLOTTE LDS
EMPLOYMENT CENTER

EMPLOYMENT LISTINGS & RESOURCES
October 2009

DON’T BE SPOOKED—LOOK INSIDE FOR JOBS

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“The Lord would want you to be successful. He would.
You are His sons and His daughters...[He] wants you to do well
and you can do it.” Gordon B. Hinckley

www.ldsjobs.org

CAREER WORKSHOP

Asheville Stake
Saturday
October 10th
9am – 4 pm
Waynesville Ward
Saturday
November 14th
9am – 4 pm
Call Laura Bowen
(828) 687-8339
FMD-Asheville-NC-OA@ldschurch.org

Shelby Ward CW
Saturday
October 17th
9am – 4 pm
Call Don Blood
(704) 484-2791
bloodlin@earthlink.net

NETWEAVING/WEBINAR GROUP
Oct 22nd @ 7-9pm Carmel Bldg.
Contact: Steve Keck
robofab@msn.com

NEXT HILLIARD CAREER WORKSHOP

OCTOBER 10TH SATURDAY
9 am – 4 pm
3020 Hilliard Dr.
Call now to register:
704-536-8100
Please bring a lunch😊

3020 Hilliard Drive
Charlotte, NC 28205
Mon & Wed: 9 am – 4 pm
Tuesday: 12 pm – 8 pm
Thursday 9 am – 4 pm
Other times by appointment
Phone: 704-536-8100
1-800-479-2147
Fax: 704-536-2888
Home: 704-995-6339
Email: wel-ec-charlotte@ldsmail.net
FYI
Diaper manufacturer bringing 260 jobs to S.C.
http://www.charlotteobserver.com/breaking/story/975581.html

EMC Corp, the maker of data storage computers, plans to expand its Triangle operations and add nearly 400 high paying jobs. This will be in the Research Triangle area. AVG annual salaries of $73,335."
This note was on page 4D of the Charlotte observer Sept 27th.

From Record and Landmark, Statesville

Poultry plant expansion to add 103 jobs in Davie County

Townsends Inc., a leading international producer and marketer of poultry products, will expand in Davie County.
The company plans to create 103 jobs and invest $700,000 over the next three years. The announcement was made possible in part by a $250,000 grant from the One North Carolina Fund.
"Food production and economic growth go hand in hand in North Carolina, a tradition underscored by Townsend's expansion in Mocksville," Gov. Beverly Perdue said. "Companies like this one continue to find success and expand in our state, attracted by our high-quality workforce and business-friendly environment."
Townsends, a 118-year-old poultry company headquartered in Delaware, supplies value-added chicken products to the domestic and international food service and retail markets. The company has a significant presence in North Carolina with three plants located in Pittsboro, Siler City and Mocksville that employ about 1,500 people. The Mocksville facility, operating as Crestwood Farms, a division of Townsend's, is the core of the company's expansion into value-added chicken products and key to its strategic growth. The company plans to add a production line of fully cooked products, increasing its capacity by approximately 25 percent. Currently, Crestwood Farms employs about 267 workers. Salaries for the 103 new workers will vary by job function, but the overall average wage will be $21,496 a year, not including benefits. For more information about Townsend's Inc., including job opportunities, please visit: http://www.townsend.com/.

CPCC Career Guide and Employment Information
http://www.cpcc.edu/career/studentsgrads/guide
Truths About the New Job Market
http://www.rightchangesjobsearchcoach.blogspot.com/
The Top 25 Interview Mistakes
http://docs.google.com/Doc?docid=0ARCy1YFW2tt02GRkd3htcThfNjdoaH2zdjdOA&hl=en

As the Economy Recovers...Who Will Hire First? (Interesting Read)
Filed under: Job Listings, Employment Trends Posted Sep 10th 2009 9:08AM

Surprising Jobs that Pay $25 an Hour
http://hotjobs.yahoo.com/career-articles-surprising_jobs_that_pay_25_an_hour-983

Success Stories: I Changed Careers

Check out suspicious urban legend emails at http://www.snopes.com/

JOB TRANSITION RESOURCES

JOB BOARDS
Careerbuilder.com
Indeed.com
Dice.com (Technology job board)
Flipdog.com (listings from company websites)
Hotjobs.yahoo.com
Pronetcharlott.com (website for Charlotte Region jobseekers)

STATE, LOCAL AND NATIONAL JOB SEARCH RELATED RESOURCES

ehealthinsurance.com (comparison shop several health insurance plans of reliable companies)
ncecc.com (file for unemployment benefits, search labor market information, manage your career and more)
nccommerce.com (Dislocated Workers Toolkit has practical resources for the job hunter and links to other resources)
nchaternetwork.com (resources offered by faith based, local, state and community based agencies to job seekers)
Pronetcharlott.com (free resources in the Charlotte Region, listing of support groups and networking)
EmploymentGuide.com (Free guide to hourly and skilled jobs nationwide-type in: city.employmentGuide.com)

THIS WEEK’S JOB POSTINGS:

10/1 Suburban Pediatrics Clinic needs an RN at their Davidson office. Contact Sharda Abernathy at 704 784 1811.
10/1 Recent job openings in Gastonia, NC. Take a LOOK! Some of the position are: Telecommunications, Police Officer, Police Records Specialist, EMT & other Health Care positions, Library, Museum, & Social Services positions Please go to the website for information and contact info. http://www.co.gaston.nc.us/HumanResources/JOBS.htm

9/30 Texas Roadhouse seeks 120 employees
Steak restaurant Texas Roadhouse is slated to open next month in Matthews and its management is seeking 120 employees. The 7,000-square-foot restaurant is in the Matthews Festival shopping center at Independence Boulevard and N.C. Highway 51. It’s seeking to fill full- and part-time positions, including servers, busboys and cooks. Applicants can visit a trailer on site from 11 a.m. to 6 p.m. Monday through Saturday. The restaurant will seat about 325 diners. The menu includes steaks, ribs, chicken, fish and salads. http://charlotte.bizjournals.com/charlotte/stories/2009/09/28/daily23.html

9/29 Engineering jobs in Mooresville
I have 2 very specific immediate openings for engineering positions near Mooresville, NC. I need 1 engineer who understands how to design and build tubular automotive chassis. Must be VERY proficient at FEA (cosmos or Ansys). CFD knowledge a plus. You’ll be working on suspension design as well. Solidworks CAD experience would be required.
I also have the need for an engineer who understands the D.O.T. FMVSS code - preferably someone with experience at a Detroit auto mfg. Other plusses include weather sealing, composites experience, advanced surface modeling. Solidworks CAD experience would be required.
Experience = 5+ years in respective skill. P.S. These are not a race team positions. Salary = 62-85k based on experience.
Call Jim: 704-500-7155

9/29 Help clean the Speedway during the races from October 16th-20th and earn $9.75 per hour. Night, weekend, evening & morning shifts available. Must be able to work Friday night, October 16th from 10:30pm-4:30am. Must have own transportation. Must be 21 years of age or older. Call STADIUM CLEAN 704-358-7868.

9/28 Subject: Fwd: New Catawba County Job Openings
You can access more information regarding Catawba County, these positions, and apply on line at www.catawbacountync.gov. (If you are a County Government Employee, please use your Intranet People Soft connection to obtain more information or to apply-Self Service/Recruiting Activities/Careers).
* Home Health Nurses - 3 positions
* Paramedic
* Human Services Coordinator I
* Social Worker III - 2 positions
* PSSW - In Home Services
* Foster Care Social Worker CLee@CatawbaCountyNC.gov
For complete job disclosure please contact Sister Nelson wel-ec-charlotte@ldschurch.org

9/28 I started a full time job last Monday and they are looking for at least 50 more people. It is a telemarketing job that pays an hourly rate AND commissions. Call me for the details and have anybody else that you may think of to call me for the same as well as for interview coaching. The candidates need to be pretty sharp, dependable and have a little computer savvy. Gerry Hammond Gerry Hammond will be happy to talk to those interested in these positions and can give them some pointers on the hiring process at Telmart Marketing. Gerry’s phone number is 803.327.7477, they can leave a message and he will return call.

9/28 Treasury Project Coordinator position Charlotte, North Carolina
Treasury Management Responsible for coordinating activities in support of a project manager or project team.
Location: Charlotte NC # of Open Positions: 1
Project Management Full/Part Time: (Contract) Full Time
Scheduled Hours: 40.0 Day / Hours: Mon - Fri, 8:00am - 5:00pm (overtime will occur) For complete job disclosure please contact Sister Nelson wel-ec-charlotte@ldschurch.org

9.28 Cleveland County Government 311 East Marion Street Shelby, NC 28150
Position # Closing Date Applicant Process
Health Department
012.538.1216 PHN III (Maternal Health) Open until filled
Human Resources Dept.
012.546.1316 PHN II (Carolina Access) Open until filled
Human Resources Dept.
012.538.2024 Medical Laboratory Tech. II Open until filled
Human Resources Dept.
012.540.1091 Nutritionist II Open until filled
Human Resources Dept.

Emergency Medical Services
010.446.4203 & 4015 EMT-B, EMT-I or EMT-P Open until filled
Human Resources Dept.
(24/48 hr. schedule)

For complete job disclosure please contact Sister Nelson wel-ec-charlotte@ldschurch.org

JOB WEBSITES BY CATAGORIES  http://jobs.businessweek.com
Housekeeping Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-housekeeping/l-Charlotte%2C+NC
Nanny Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-nanny/l-Charlotte%2C+NC
Restaurant Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-restaurant/l-Charlotte%2C+NC
General Labor
http://jobs.businessweek.com/a/all-jobs/list/q-General+labor/l-Charlotte%2C+nc
Marketing Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-marketing/l-Charlotte%2Cnc
Construction Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-construction/l-Charlotte%2C+nc
Clerical Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Clerical/l-Charlotte%2C+nc
Accounting Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-accounting/l-Charlotte%2C+nc
Child Care Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-child+care/l-Charlotte%2C+nc
Computer IT Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-computer+it/l-Charlotte%2C+nc
Education Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-education/l-Charlotte%2C+nc
Healthcare Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-healthcare/l-Charlotte%2C+nc
Hospitality Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-hospitality/l-Charlotte%2C+nc
Warehouse Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Warehouse/l-Charlotte%2C+nc
Installation Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Installation/l-Charlotte%2C+nc
Human Resources Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Human+resources/l-Charlotte%2C+nc
Management Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Management/l-Charlotte%2C+nc
Manufacturing Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Manufacturing/l-Charlotte%2C+nc
Public Service Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-Public+Service/l-Charlotte%2C+nc
Sales Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-sales/l-Charlotte%2C+nc
Science Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-science/l-Charlotte%2C+nc
Self Employment Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-self+employment/l-Charlotte%2C+nc
Transportation Jobs
http://jobs.businessweek.com/a/all-jobs/list/q-transportation/l-Charlotte%2C+nc
PAST JOB POSTINGS:

9/2 Cook-Out looking for qualified restaurant managers (General Managers, Co-Managers, Assistant Managers). New stores coming to the Charlotte area. One year salaried restaurant management experience required. Fax resume to Cookout @ 336-431-0873. If you are a qualified restaurant manager, you can earn more than $65,000, $50,000, or $40,000. We have managers making this and need more management for expansion.

9/9 PGT in Salisbury is hiring for various positions. Applicants can apply online at http://www.pgtnindustries.com/Pages/Main.aspx?PageID=125

9/9 Panera Bread across from the Concord Mills Mall is hiring. Sign says inquire within. Address is 8034 Concord Mills Blvd Concord NC 28027. Phone is 704-979-1990

9/9 Seeking manufacturing supervisor (Charlotte, NC) We're interested in hiring a production supervisor immediately. They production supervisor needs to be based here in Charlotte, NC and have solid problem solving, analytical, planning, communication, and people leadership skills. They'd also need to be proficient in excel; previous experience in purchasing is a plus. Ideally they'd have prior food manufacturing and lean experience and be bilingual (Spanish and English). Salary is TBD but probably ~40k, plus other benefits. A food manufacturing company makes yummy Italian ice, gelato and sorbet which is sold primarily at grocery stores though we're diversifying a bit and getting into food service, too. I can forward a job description if you want/need more information. Susan Clapham, Lindy's Homemade, 920 A Black Satchel Rd, Charlotte, NC 28216

Susan Clapham Clapham Consulting, Inc. Performance Improvement for People and Companies
27 Circle Drive, Suite 100 Belmont, NC 28012 (704) 907-1315 www.claphamconsulting.com

9/9 Sara Kosmer is an Executive Recruiter with Westport Intl. Her client is a distributor of industrial equipment and products. They are seeking a Charlotte-based Sales Manager to manage a team of 6 reps in the area. The Sales Manager will also lead a corporate shift towards a national-account sales mentality and structure. Please send her a copy of your resume and a number to best reach you. Sara Kosmer, Executive Recruiter 864.271.8874 sara@westportintl.com

9/9 Materials Scientist/Engineer, Global Research Center, Fortune 500 Company Condensed Matter Physicist, Global Research Center, Fortune 500 Company Electrochemist, Global Research Center, Fortune 500 Company
If you are interested in anyone of these high technological job opportunities please email Sister Nelson wel-ec-charlotte@ldschurch.org and I will send you the complete information that has been sent.

9/9 JOB LEADS: NCR is doing a lot of hiring right now, so please check the website at www.ncr.com and go to Careers. I have received word from well-placed sources that the “hot” categories of hiring right now are for the IT positions and for HR and HR assistants (especially for those who are very good at managing projects and keeping them on track - - - they are doing a lot of hiring). Please apply on-line ASAP and let me know if you have questions, etc. I don’t yet have contacts in HR but hope to before the end of the week, which may allow for additional information. Let me know if I need to follow-up with you if I have additional information. Karen J. Findlay, Associate Manager, LDS Employment Resource Services, 4823 N. Royal Atlanta Drive Tucker, GA 30084 (404) 429-7423 c678-429-7472 findlaykJ@ldschurch.org

9/15 Shaw Construction is seeking a Subcontract Assistant 2 in connection with a contract with Duke Energy. This person will work in Charlotte for about two months beginning now and then in Salisbury/Spencer for about 18 months to two years until the project is completed. The successful candidate should have a high school diploma and a working knowledge of Microsoft Word and Microsoft Excel. The company is willing to teach the employee all other skills and knowledge needed to perform the duties of the job. Candidate should be dependable and teachable. Candidate may be either male or female. Candidate can follow this link to the position and submit an application online under the Create Profile / Apply button. Should that not be feasible, go to www.shawgrp.com and go to Careers, Search Careers, and put CNST1825 into the requisition field and hit Search. Pay is to be determined but most likely in the $12 to $14 per hour range. Contact Sean Chapman in Colorado if interested. Phone: 704-900-9503 and email: sean.chapman@shawgrp.com

9/15 New local IT Training position We have a new three month plus Professional Training Developer opportunity in Charlotte, North Carolina. The ideal candidate should possess three to five years of experience. Please call me at 1-860-426-8679 or reply to my posting and let me know of your interest. I would like to have the opportunity to further discuss the position in detail with you which would include the scope of the project, compensation and career growth. This position pays $40.00 per hour on a W-2 hourly basis. I have provided a description of the requirement below for your review.

The Manager needs to have someone start by 9/28/09. This is for the firms Process and Systems Integration team:
Prepare Training Strategy Document: training content requirements, by audience; re-qualification needs (e.g., how frequently do employees need to "re-train"); training scope; proposed training approach; proposed training metrics; proposed training delivery channels (e.g., classroom, WBT, ).
Define the process by which training content will be packaged, and updated in addition to defining training logistics, including room reservation and scheduling. Establish competency standards for each identified audience.
Training Content Development course material will be developed following the firms processes and procedures. Development of Help text to be included as part of the user interface within the tools.
Training Execution Delivering the training to the end users of the new processes and / or technology; i.e., "train the trainer". Coordinate Training schedules and execution.
Required: Experience developing CBT’s and/or web based training
Training process development Preferred: MS SharePoint and an electric or other utility background are preferred. If your industry background and experience fits the description for this position and you are interested in taking the next steps please call me directly or e-mail me the latest version of your resume and let me know when it would be convenient for me to call you. The ideal candidate should be of citizenship or possess either a Green Card or an EAD.

Please Contact: Bill Stevens Senior Technical Recruiter ACT Consulting, Inc. 1-860-426-8679
BStevens@Act-Info.com www.ACT-INFO.com
9/15 Preschool Teachers and More Positions - KidsRKids Academy of Lake Norman in Huntersville is offering full time positions for infant teachers & 2 year old teachers; various positions for part time work from 2:30 – 6:30 M – F. Offers: Excellent Pay for qualified Staff. Paid holidays and vacation and days off, medical/dental. 401K. Must have experience, with either NC Credentials or Degree in Early Childhood Education. No need to apply unless you meet requirements. Fax resume to: (888)665-4362 Contact Director Phone: (866)673-3136

9/15 Petro Express now hiring Store Managers, Asst. Managers, & Sales Associates (all shifts) email your resume to: paul.stoner@thepantry.com

9/15 Jiffy Lube still looking for Store managers, Asst. Managers, Customer Service Advisor, Upper Bay technician, and Lower Bay technician in all locations of Charlotte and surrounding counties. Accepting applications daily with immediate interviews. Two forms of ID required at interview.

9/15 Black Pest Prevention needs a Pest Technician immediately. Requirements: Valid driver’s license w/ a clean motor vehicle record; a personal vehicle to get to and from work; must believe in customer service; must enjoy a fast paced sales atmosphere; must possess team oriented ideas; must desire to succeed; must pass pre-employment drug test and background test. Salary/benefits $13.50/hr Email you resume to malison@blackpest.com if interested in the career opportunity.

9/15 Circle K currently has openings for Customer Service Representatives in the Charlotte Metro Area. Looking for: dedicated team players that have proven customer service skills; previous retail experience preferred; full-time or part-time opportunities available. Benefits include: competitive wages; tuition reimbursement; medical, dental & vision plans; 401K program; paid vacation. Apply online at www.circlek.com

9/15 Looking for Basel II Professionals in Charlotte if you are interested forward me an updated resume to rarnold@ttiofny.com and call 646-495-9043. Thanks Ralph Arnold, Sr. Account Executive at TTI of NY

9/16 Handyman position opening – Lawyer’s Ridge Apartments in Charlotte is looking for a handyman ASAP. For information contact 704-532-8691

9/16 VW Announces Hiring Plan for Skilled Maintenance Workers
The new VW plant located near Chattanooga, Tenn. is getting ready to hire some workers.
The plant will be located 12 miles northeast of downtown Chattanooga, which is good for those that might be commuting from this area. A link to a fact sheet regarding location follows: http://www.volkswagengroupamerica.com/chaanooga/facts_site.pdf
If you need more detail, please contact Sister Nelson for the complete job description well-ec-charlotte@ldschurch.org

9/16 Bilingual Certified Medical Associate: Where: Greensboro, NC; Department: Family Practice Center; Status: Non-Exempt; Reports to and approved by: Denya Hawkins, Department Director; The Certified Medical Assistant provides patient care as directed by the Registered Nurse and/or Physician. They provide support to nursing, lab, clerical, and Physician staff in order to facilitate positive patient outcomes. Clinical knowledge and skills relate to newborn, pediatric, adolescent, adult, and geriatric populations. QUALIFICATIONS:
- Education: Associate Degree in Medical Assisting preferred. Bilingual
- Licensure: Certified state licensure in Medical Assisting to practice in NC required
- Experience: Six months to one year of relevant experience preferred. An equivalent combination of education and experience may be considered.
For complete information - contact Sister Nelson well-ec-charlotte@ldschurch.org

9/16 Patricia Ann Nugent - Program Manager for Home Health Enterprises Inc is looking to hire immediately for various positions in the nursing industry- CAN, LPN, RN and others. Please share this information with those members in your ward.
If you have questions her contact information is:
office: 704-529-2682- web site: www.homehealthenterprises.com email: pat_hhe@bellsouth.net

9/16 Wall & Associates, Inc.
SALES PEOPLE
Location: Charlotte, North Carolina-Charlotte 80220
Posted on: 1:59 PM, Monday, August 24, 2009
Position type: Full time
Job Code: SALES PEOPLE
Required education: Not Specified
Salary: Base + Commission
Description
Position Description: SALES PEOPLE
Location: Charlotte, North Carolina-Charlotte
The Position:
EXPERIENCED SALES PEOPLE NEEDED in Charlotte!
We are one of the LARGEST tax representation/consulting firms in the nation. While experience in our industry is preferred, we provide in house training to all employees with strong sales abilities. We are a national company looking for sales people in Charlotte. We offer an excellent compensation program with base salary plus commissions plus benefits. There is no limit to your earnings AND sales leads are already waiting for you.
The Requirements:
To apply, your background should include:
- At least one year of sales experience;
- One year of selling tax resolution services (preferred), but we will train any motivated employee;
- Must be a self-starter;
- Capable of working with limited supervision and obtaining maximum results;
- Other sales experience is helpful.
If you have experience, send your resume to: P. Mark Yates, CEO Wall & Associates, Inc. mark@ekwinc.net
www.wallandassociates.net Telephone: 888.680.3211

Apply Now

9/17 Le Roy Construction Engineer Job: Construction - Power Plant - Project ThinkEnergyGroup.com
Position: Engineer – Construction; Priority: HIGH; Job #: 78704KSR
Apply to this Job Now. Or for more information click here.

JOB DESCRIPTION: Construction client has an IMMEDIATE NEED for a Construction Project Engineer for a long term (16+ month) power plant construction project located near Toledo, OH. You need 5-10 years of experience working on large power plant construction projects. You will be responsible for managing & coordinating construction & engineering areas for all technical construction resources between the site contractor and your own company’s EPC division in order to meet project requirements. Mobilization & Demobilization expenses will be paid, you will receive a weekly per diem and the client will pay for 1 paid trip home every month. Hours worked over 40 in a week will be paid at time and a half. You need to be able to start work by the end of September.

Responsibilities

- Your main responsibility will be to serve as a mechanism to do due diligence on site for quality control (including documentation) to relieve any errors and omissions
- Monitor the implementation of the construction work according to project technical documents, schedules and budgets
- Recommending a design change in the field
- Document any field problems associated with the equipment installation & will be responsible for tracking quantities
- Put together mechanical equipment packages to assist Superintendents by ensuring they have all necessary drawings, materials, & equipment to install correctly

Requirements

- 5-10 years of experience working on large power plant construction projects
- Specific experience as a Construction Engineer or Project Engineer on power plant construction projects
- The ideal candidate will have both construction experience and design experience on power plant type projects
- You need a BS degree in Engineering
- Some experience with subcontract administration & management on these construction projects

Benefits

- Paid Vacation; 401K; Health Insurance, and more...

Think Resources, Inc. 225 Scientific Drive Norcross, GA 30092
To send a resume: Resumes@thinkenergygroup.com

9/21 Sammina-SCI corporation is expanding in the Charlotte area and is looking to hire numerous people. Skill sets will include manual labor, warehouse work, all the way to quality engineers. They are located off of Westinghouse blvd. To look for jobs online use the following: http://www.sanmina.com/Info/HR/career_op.html
This site lists jobs all around the world. To see charlotte jobs, then click to the charlotte location. Right now there are just a few jobs listed in Charlotte, but there will be many more listed in the near future.

9/21 Part time handyman position at Lawyer’s Ridge Apartment. Maintenance technician needed. HVAC and CPO certification a plus. Competitive pay and apartment discount. Please fax resume to 704-537-7252. For information contact 704-532-8691

9/21 Dr Morgann’s Concord office is looking for an LPN. If there is anyone interested please contact Sharda Abernathy at Suburban Pediatric Clinic, (704) 784 1811.

9/21 Job Postings: The following jobs were sent into the ERC office from Wilmington, NC. If you are interested to know more about the job description, please contact Sister Nelson wdl-ec-charlotte@ldschurch.org. All of the jobs are located in the Wilmington area.

Inventory Taker
CNA, Davis Health Care
Cashier (Wilmington)
Cook (Ogden) Short order cook.
Counter Help
Experienced Hotel Night Auditor
Child Care Cook
Marshalls Merchandise Associate-Certified Nursing Assistants
Sales associates
Cashier Part-time
Sandwich Maker
Personal Aide

9/22 Discover what job is right for you using Job Discovery Wizard

CareerBuilder.com has created BrightFuse.com, a free talent community for professionals of all ranks and industries
Here are three good short Articles from a job coach blog. "Truths about the New Job Market", "...Change Your Perspective..." and "How to Network if you are Not Good at It”  

9/24 NOTE FROM SISTER NELSON: THESE JOB OPPORTUNITIES WERE SENT 9/24 AT 11:00 AM TO JOB SEEKERS, SES/WES ON MY EMAIL LISTING. I AM POSTING SOME OF THE JOB OPS IN CASE YOU MISSED SEEING THEM.

**Sitter** needed for Tuesdays 6:30-10:15 sometimes earlier. Wednesday's 5:00-8:00. Thursdays 6:30-10:15 sometimes earlier. Children's ages are 8 and 10. They are really good kids too. Please email Charley Briggs or call 704-433-3996.

**Castaways** is hiring **Wait Staff and Host/Hostess**. No experience necessary but must be 18 years old. Evening and Weekend shifts. Part-time. Apply in person at Castaway's Seafood and Oyster Bar, 119 Link Ave., Salisbury. (Behind Food Lion)

**Computer Repair Technician** needed to work in office performing computer and printer repair. The technician will also be required to maintain a professional appearance at all times, answer phones, as well as troubleshoot over the phone. This is a part-time position starting out (12-16 hours per week) and would be great for students wanting to get into pc repair. We are looking to increase hours later on. Asking ALL applicants to submit a resume to our mailing address. Please NO email resumes and NO phone calls. Please submit ALL resumes to the following mailing address. Carolina Computer Connection, 909 South Main St., Suite 223, Salisbury, NC

**Nanny** – Seeking Nanny for newborn due in the fall, position to start in October, 7:00 – 3:00 weekdays. Must have own transportation. If interested contact Margaret Scott at 704-232-0983.

**Seeking someone to sit with elderly woman**, part time, if interested, contact Joann Kendall at 704-603-4444.

**Pianist/Accompanies for Adult Choir** - Part-time position with flexible schedule. Liturgical Church. Must be able to play a varied repertoire of music. Call 704-279-4505 for more information.

**OFFICE ASSISTANT III (Social Services)** - Performs varied clerical functions including front desk reception, filing of records, and processing of incoming and outgoing mail; assists in the purging and storage of records; and provides clerical support to the Adult Medicaid Program. Salary $22,000 - $23,800. BENEFITS. Submit resume and application to Rowan County Human Resources, 130 W. Innes St., Salisbury, NC 28144 by October 2, 2009.

Applications are available at www.co.rowan.nc.us/hr

**Communications Coordinator** - The Communications Coordinator reports directly to the Director of Communications as part of the Office of Advancement. The Communications Coordinator is responsible for helping implement internal and external communications programs, marketing plans, marketing collateral, and lead generation programs. Primary Duties/Responsibilities of Position: Manage advertising schedule and place ads for Open Houses, branding initiatives, and special events. Write articles for publication in school communications, including the School's internal and external Web sites, e-mail newsletters, and semiannual Cannon Magazine. Work with Director of Communications to write press releases and submit to area news outlets. Help to develop Cannon communications and admissions marketing collateral. Work with the Director of Communications to manage Web content and help research and implement new Internet-based technology to increase Cannon's overall effectiveness. Photograph key student activities and events, and manage photography archive. Work with the Director of Communications to monitor Cannon's editorial and graphic standards policies, so that all publications carrying the Cannon School name and logo make a positive contribution to the School's image and meet the high editorial standards expected of a leading educational institution. Engage in other communications related projects as mutually agreed upon with the Director of Advancement and Director of Communications. Position Specific Competencies/ Skills Required: Possess excellent writing, editorial, computer, and communication skills. Ability to effectively manage multiple concurrent projects with exceptional attention to detail. Must be a team player with a willingness to learn, take direction, and work efficiently and accurately. Constituent focused (able to work easily and effectively with parents, faculty/staff, donors, and students). Graphic design abilities a plus. Experience and Education Required/Desired: Bachelor's degree in English, public relations, communications, or related field. Three to five years experience in a communications or public relations position (non-profit or education experience preferred). If interested visit: http://www.cannonschool.org/podium/default.aspx?T=41093

We are seeking experienced property managers and licensed real estate agents for new offices opening in your state.

Qualifications include:
- Pleasant demeanor when interacting with others
- Record keeping and organizational skills
- Ability to preserve service and maintenance standards
- Effective verbal and written communication skills
- Good computer skills
- Willingness to complete training and master skills
- Prior property management or real estate agent experience

Send resume and references to johnbowler4@cox.net For questions call 480-926-1461 or 480-766-1508

**UP AND COMING JOB FAIRS**

Diversity / Professional Job Fair in Charlotte, NC
Thursday, October 1, 2009

In order to view the list of Exhibitors and print an Access Pass to this Event, you must either be logged in as a Job Seeker or
Putting Triad Back to Work

- **Date:** October 27, 2009
- **Time:** 9:30 AM - 1:00 PM
- **Facility:**
  - Clarion Greensboro Airport Hotel
  - 415 Swing Road
  - Greensboro, NC 27409
  - E-mail Contact: ncjobs@employmentguide.com
  - Contact Phone #: (888) 512-0927

Putting Charlotte Back to Work

- **Date:** November 3, 2009
- **Time:** 9:30 AM - 1:00 PM
- **Facility:** Marriott Charlotte Executive Park
  - 5700 Westpark Drive
  - Charlotte, NC 28217
  - E-mail Contact: ncjobs@employmentguide.com
  - Contact Phone #: (888) 512-0927

Diversity / Professional Job Fair in Charlotte, NC

**Tuesday, November 10, 2009**

Pre-Register or Login

In order to view the list of Exhibitors and print an Access Pass to this Event, you must either be logged in as a Job Seeker or Employer!

This event is open to the public from 10AM to 2PM. Vendor setup begins at 9AM.

**Metrolina Tradeshow Expo**

- 7100 Statesville Rd
- Charlotte, NC 28269
- (516)942-7530

**DIRECTIONS:**

Metrolina Tradeshow Expo is located in the Charlotte City Limits and is right off Interstate I-77 and I-85 Interchange. To exhibit at this event or for general information, please call DiversityJobFairs.Com (516)942-7530


**RESOURCES**

**JOB BOARD WEBSITES**

- Check these jobs websites frequently, however, your most productive results will come from Networking several hours every day. Set your goals at 10 contacts per day with at least 2 face to face conversations and getting 2 referrals.

  - [http://www.indeed.com/](http://www.indeed.com/)
  - [http://www.jobsnow.nc.gov/findJobs.aspx](http://www.jobsnow.nc.gov/findJobs.aspx)
  - [http://www.careerbuilder.com/](http://www.careerbuilder.com/)
  - [http://hotjobs.yahoo.com/](http://hotjobs.yahoo.com/)
  - [http://geo.craigslist.org/iso/us/nc](http://geo.craigslist.org/iso/us/nc)
  - [http://www.dice.com](http://www.dice.com)
  - [http://www.flipdog.com](http://www.flipdog.com)
LDS Resources
www.providentliving.org
Employment Resources www.ldsjobs.org
Disability Resources http://disabilities.lds.org/disabilities/eng/
Counseling Resources http://www.providentliving.org/familyservices/strength/0,12264,2873-1,00.html

NC Community Resources
JobLinks http://www.nccommerce.com/en/WorkforceServices/FindInformationForIndividuals/JobLinkCareerCenters/
United Way http://www.ucentralcarolinas.org/
211 http://www.unitedwaytriangle.org/211/?clid=CK6P3rqlxJwCFZjY2god0GbbgQ
Goodwill https://triagoodwill.org/
Public Library http://www.introlinks.net/cgi-bin/redir.pl?STD-030000-32is8muac9rf-9d1189m85Sns
CATS http://www.introlinks.net/cgi-bin/redir.pl?STD-030000-BYoOLqXyw5wO-ROepl4f9E3P
Mecklenburg Ministries http://www.meckmin.org/
Food banks http://www.foodbankncenc.org/site/PageServer?pageName=FBCENCEHome
http://www.secondharvestcharlotte.org/Home/index.cfm?load
http://www.cvm.org/?gclid=CIaAu_aVxJwCFZjQ_egodlQ5KnA
http://support.covenanthouse.org/landing/general.php?origin=ggshelterforhomeless
http://www.nchomeless.org/

NORTH CAROLINA JOB OPENING WEBSITE
https://www.ncesc1.com/individual/jobSearch/jobSearchmain.asp#ncJobs
http://connect.afl.a/g/jobs/north-carolina-jobs - AT&T Jobs

OTHER JOB BOARD WEBSITES
www.theladders.com
www.cameroncraig.com
www.opportunityknocks.org
www.linkedin.com
www.ncsc.com - To access database of companies in North Carolina, that can be sorted by county, job type, etc., click on “Individual Services” “Employer Information” “Employer Listing”
www.seniorgrapevine.org
www.beyond.com
www.bizlink.org
www.simplyforhire.com/
www.snagajob.com
www.apwa.net/workzone/ - Public works jobs throughout U.S.
www.eicareers.org
http://www.workforce3one.org/
http://careeronestop.org/

CHARLOTTE/MECKLENBURG JOB WEB SITES
www.plcmc.org/About_Us/jobs/as - Public Library
www.charmeck.org/Departments/MCSO/Recruit/Vacancies.htm#wrrcintern -- Sheriff's Office
www.charmeck.org/Departments/Human+Resources-County/Home.htm - Mecklenburg County
www.charmeck.org/Departments/Human+Resources-City/Home.htm - City of Charlotte
www.cms.k12.nc.us - Charlotte-Mecklenburg Schools
www.charmeck.org/Departments/CMPD/Join-the+Force/Become+a+Police+Officer/Home.htm - Police Department
www.charlotte.com/mld/charlotte/classifieds/employment/ - Charlotte Observer Classified Ads
www.jobsincharlotte.com
www.uncc.edu - University of NC – Charlotte. Click on “Business Affairs” then “Job Postings”
www.scrubcareers.com
http://www.simplyhired.com/a/jobs/list/l-charlotte,+nc
http://www.joblinkcenter.org/calendar/index.cfm
http://pronetcharlotte.com/
www.workingcharlotte.com

OTHER NORTH CAROLINA SITES
www.job-hunt.org/jobs/northcarolina.shtml
http://statejobs.com/nchome.html - North Carolina Job Source
www.ci.greensboro.nc.us – City of Greensboro
www.cvcc.edu/joblink/?a=jobsearch - JobLink Catawba Valley Community College
www.ga.unc.edu – NC University System
www.unc.edu – University of NC – Chapel Hill - click on Employment
www.carolina.computerjobs.com – North and South Carolina Computer Jobs
www.cityofws.org/jobs - City of Winston-Salem
To go to any county job bank – go to www.(enter the county name).nc.us (i.e. www.davidson.nc.us)
www.buncombecounty.org/governing/depts/joblink/joblistings - JobLink for Buncombe County
USA GOVERNMENT JOB WEBSITES

www.postaliob.com – US Postal Service
www.usps.com/employment – US Postal Service
www.usajobs.opm.gov – USA Jobs
www.usacareers.com – U.S. Careers Resource Center
www.usajobs.gov

Government Jobs – How to Apply
http://jobsearch.about.com/od/governmentjobs1/a/governmentjob1_2.htm
http://www.usajobs.gov/
http://www.pse-net.net/oblisting2.htm
http://federaljobs.net/applyfor.htm

Some websites that guide you in writing a resume for a government position:
www.careerfedresumes.com
www.federal-resume.org
www.federaljobs.net
www.jobbankusa.com
www.jobsearch.about.com
www.cyber-north.com
www.mahalo.com

Help for Veterans
www.military.com

WORK AT HOME WEBSITES

The Rat Race Rebellion Telework Bulletin™
The September 16, 2009 issue of the Rat Race Rebellion Telework Bulletin is ready!
http://www.ratracerebellion.com/bull-091609.html
Copy and paste into your browser if this doesn’t work.
(For Self Employment & Stay at Home Jobs)

(always be cautious and investigate well)
http://www.homeworkers.org/
http://www.womenforhire.com
http://www.singleparents.about.com/od/careerhelp/a/work_from_home_2.htm
http://jobsearch.about.com/od/workfromhome/a/workathomejobs.htm
http://articles.moneymarketing.com/CollegeAndFamily/RaiseKids/4realJobsYouCanBeFromHome.aspx

SMALL BUSINESS WEBSITES

http://www.business.gov/statess/north-carolina/
http://www.sbitdc.org/
http://www.sbcn.nc.gov/
http://usgovinfo.about.com/od/smallbusiness/a/stategrants.htm
http://www.businessweek.com/smallbiz/

Microloans for small business
http://www.kiva.org/
http://www.accionusa.org/

EDUCATION WEBSITES

Resources to Get your GED
http://www.ncctc.cc.nc.us/basic_skills/ged_examiners_list.htm
http://articles.directorym.com/GED_Charlotte_NC-r606-Charlotte_NC.html
http://www.cpc.edu/community_development/programs/ged
http://education-portal.com/ged_in_nc.html
Search for Scholarships
http://jibberjobber.elearners.com/
If you have been thinking about going back to school, either of these two links should provide you with great information and resources
http://www.fastweb.com/
http://edu.fastweb.com/vo_registration/flow/step1
http://www.fedmoney.org/
http://www.scholarships.com/
http://www.acstudent.org/finaid/scholarships.html
http://www.minority-scholarships-guide.com/
http://www.students.gov/STUGOVWebApp/Public/?topicID=15&operation=topic-
Parents&id=2367091
North Carolina Scholarships
http://www.enotes.com/scholarships-loans/north-carolina-state-education-assistance
http://www.cfen.org/paying/schol/info_schol.jsp
http://oeddb.org/scholarship/north-carolina
http://www.ncsu.edu/park_scholarships/index.php

How to apply for government grants for college.
Federal Student Aid http://www.fafsa.ed.gov/
http://www.fedmoney.org/
http://www.students.gov/STUGOVWebApp/Public
http://ezinearticles.com/?How-to-Apply-For-Government-Grants-For-College&id=2348257
http://studentaid.ed.gov/PORTALSwWebApp/students/english/index.jsp
http://www.financialfreedomexpress.com/

JOB HINTS AND TIPS
http://www.helpguide.org/life/finding_career_networking_resume_tips.htm
http://www.enetsc.com/jobsearchtips.htm
http://www.chiff.com/a/jobhunting.htm
http://www.awserbag.com/q_view/99
http://www.wral.com/business/story/5002665/
http://www.google.com/search?q=job+seeker+survival+guide&aq=0&oq=job+seeker+surv&aqi=g2
http://www.google.com/maps?hl=en&um=1&ie=UTF-8&q=ged+charlotte+nc&fb=1&split=1&gl=us&ei=ChmLSomcL9G3twnmNXFQDQ&sa=X&oi=local_group&ct=more-results&resnum=1

OCCUPATIONAL OUTLOOK HANDBOOK, 2008-09 EDITION

RESUME’, COVER LETTER WEBSITES
http://www.gotthejob.com/selectingareresumeritingservice.html
http://www.free-resume-example.com/free-resume-builders.html
http://www.pongoresume.com/
http://www.e-resume.us/ma/resume.asp?ref=g_uscvc_res_s2
http://career-advice.monster.com/
http://resumeproved.com

Resume and Resume and Interviewing tips
http://www.how-to-write-a-resume.org/covers_letter_tips.htm

INTERVIEWING WEBSITES
Talent-based job interview questions humanetrical.com/files/talent_based_questions.pdf
Be prepared to answer tricky job interview questions
http://www.careerbuilder.com/Article/CA-665-Getting-Hired-How-to-Answer-These-Tricky-Interview-
Questions/?ArticleID=665&cbRecursionCnt=1&cbcid=b4a23d60459c463ba976d8bb17ea44a1f-300204496-wn-
6&ns_siteid=ns_us_g_tricky_interview_questions

Satisfying Career = Happier Life
Career Assessment
Take an assessment test to determine the right career choice for you.
http://hotjobs.yahoo.com/assessment
Seekers Survival Guide
http://www.google.com/search?q=job+seeker+survival+guide&aq=0&oq=job+seeker+surv&aqi=g2
http://www.careerbuilder.com/jobseeker/page.aspx?page=recruitment&cbRecursionCnt=1&cbcid=60478535e3034c25aeaa0210de586dc0-
306257907-JE-5&ns_siteid=ns_us_g_job_seeker_survival_g

Seven Steps to Finding a Job On-line
What Happens When Resumes Are Scanned?

25 things You Should Never Include On a Resume
Examples of “World’s Best Resume’s”
http://www.careerdirectors.com/wbrw_win.htm
Rough economy doesn’t mean you have to hate your job
http://www.ksl.com/?nid=148&sid=7941603
4 Common Job Hunt Dilemmas Solved

HELP FOR PROFESSIONALS

Indeed.com—a powerful search engine for jobs.
Linkedin.com—an online social networking service to help build your personal networking possibilities.
The Job Network.com—a national job matching service.
6 Figure Jobs.com—one of the leading online executive career portals.
Execunet.com—a resource that helps executives find jobs by working with business decision makers.

SOCIAL NETWORKS FOR JOB SEEKERS

http://www.simplyhired.com/a/jobs/list/q-social+network
http://www.indeed.com/jobtrends
http://jobsearch.about.com/od/onlinecareernetworking/Career_Social_Networking.htm

Occupational Network
The O*NET system serves as the nation’s primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. The O*NET database houses this data and O*NET OnLine provides easy access to that information
http://online.onetcenter.org/

Job Boards
Careerbuilder.com
Indeed.com
Dice.com (technology job board)
Flipdog.com (listings from company websites)
Hotjobs.yahoo.com
Pronetcharlotte.com (new website for Charlotte Region jobseekers)

State, local and national job search related resources

ehealthinsurance.com (comparison shop several health insurance plans of reliable companies)
nccommerce.com (Dislocated Workers Toolkit has practical resources for the job hunter and links to other resources)
ncharenetwork.com (resources offered by faith based, local, state and community based agencies to job seekers)
Pronetcharlotte.com (free resources in the Charlotte Region, listing of support groups and networking)