

E-Commerce Sales Associate

POSITION SUMMARY:

The Resale Shop e-Commerce Sales Associate will be responsible for the day-to-day Resale Shop's Internet Sales. This position supports, promotes and furthers our goal of providing the highest standards of culturally relevant and sensitive professional service consistent with our mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Search for valuable donated items
- Research items and validate that it is worth posting on e-commerce website
- Research item's value and along with store manager, price out items for posting
- Photograph items for posting on e-commerce website
- Post items on website
- Respond to e-commerce sales inquiries
- Package and ship sold items
- Keep track of e-commerce merchandise and provide recommendations to manager to improve e-commerce sales

QUALIFICATIONS:

- High School graduate, some college preferred
- 2 years experience in e-commerce sales
- 2 years customer service experience
- Proficient in web search technologies

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

ABOUT THE AGENCY

Jewish Family Service of Greater Dallas (JFS) is a nonsectarian mental health and social services agency that impacted over 32,000 lives last year. For more than 70 years, our mission has been to provide effective, accessible, and comprehensive mental health and social services that promote lifelong self-sufficiency and well-being for the Greater Dallas community. JFS welcomes anyone through our doors regardless of race, ethnicity, religion, or the ability to pay and has more than 150 programs and services available to all in need.

We believe in nurturing passionate professionals who prioritize client health and well-being. Our team members across all departments collaborate to offer wraparound care in order to address multiple needs. Additionally, JFS is one of only six DFW agencies accredited by the Council on Accreditation, which means we continually meet the highest standards of practice in areas including governance, fiscal management, human resources management, and quality improvement.

BENEFITS

JFS is invested in our employees. We pay 100% of our full-time employee (30 hours or more) health and dental benefits as well as life and long-term disability insurance. This position also receives 4 weeks paid vacation, sick leave, and includes American holidays and all Jewish holidays. We are willing to discuss relocation options. Come learn more about us!

AmeriCorps Food Pantry Volunteer Ambassador

POSITION SUMMARY:

CitySquare places AmeriCorps members with Jewish Family Service of Dallas (JFS) in North Dallas/Addison. The AmeriCorps Food Pantry Volunteer Ambassador will work collaboratively with the Volunteer Engagement and Food Pantry team members to ensure that all pantry clients and volunteers are met with dignity and respect, and that they have a positive experience when coming to the JFS Food Pantry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assisting in training new volunteers in check-in, shopping, and restocking roles and help to oversee all volunteers in these positions, working to enhance the volunteer experience
- Assisting the Volunteer Coordinator with preparing for scheduled volunteer groups
- Recruiting groups for the Food Pantry Experience to teach members of the community about hunger and food insecurity

AmeriCorps is a national community service program that allows thousands of Americans to give back to their community and be paid to do it! Do you want to gain valuable professional experience, make connections and earn money for college or student loans? Apply for CitySquare AmeriCorps- transform your life, and your community.

Benefits of becoming a CitySquare AmeriCorps Member:

- Members receive a **\$4,500 living allowance** (broken down and paid in twice monthly installments during the term- \$1,264 per month)
- Members receive a **\$1,718.25 education award** at the end of their term (can be used for tuition or student loans)
- Professional development training and networking opportunities
- Some service positions may fulfill college and university internship requirements

QUALIFICATIONS:

- **Available from January 9 to April 28**
- Available at least **33 hours per week: Monday-Friday from 8:30am to 3:30pm**
- Proficient with Microsoft Word, Excel and PowerPoint
- High School Graduate (17 or older)
- U.S. Citizen or Permanent Resident (Deferred action and temporary permanent resident do not qualify)
- Able to access reliable transportation
- Able to pass a criminal background check

Preferred qualifications:

- Preferred one-year experience in a non-profit setting as a paid employee or volunteer, and/or experience in social work, human service or a related field

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Play Therapist Position

POSITION SUMMARY

The role of the Play Therapist is to provide play therapy services at JFS and select preschools. The Play Therapist will work closely with parents, teachers, and the JFS interdisciplinary team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides counseling as part of a treatment plan using a variety of modalities including but not limited to play therapy, parent consults, and family therapy as appropriate, to address the needs of the client(s).
- Maintains an active caseload
- Provides services that are of the highest standard and that are culturally relevant to the clients served
- Coordinate concrete services as part of the treatment plan
- Advocates on behalf of clients, when appropriate
- Work with school team and collaborate with preschool staff and early education staff.
- Serves as consultant/supervisor to agency staff/student in areas of professional expertise as assigned
- Provides service that is of the highest standard and is culturally relevant to the clients served.

QUALIFICATIONS

- Graduate from an accredited master's level school with course work emphasizing clinical training.
- LCSW, LPC, PhD
- A minimum of three years of experience in play therapy.
- Ability to convey empathy and concern for individuals and their families
- Ability to be flexible to handle the versatility of the position and its periodic crises

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Food Pantry Assistant

POSITION SUMMARY:

The Food Pantry Assistant works with the Hunger Relief Manager to oversee the daily operations of the food pantry, including but not limited to, purchasing and restocking of food pantry items, organizing, scheduling, and receiving pick-ups and deliveries, overseeing cost and quality control, collaborating with team of food pantry volunteers. This position supports, promotes and furthers our goal of providing the highest standards of culturally relevant and sensitive professional service consistent with our mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules, receives, and maintains inventory of Food Pantry products
- Heavy Lifting 30 plus pounds daily.
- Assists Hunger Relief Manager with ordering product and other projects.
- Restocking shelves and monitoring product movement during active food pantry distributions and assist in other areas of the distribution as required.
- Works collaboratively with the Food Pantry team.
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or GED
- Computer skills, particularly MS Word, Excel, and Google Drive

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Community Liaison

POSITION SUMMARY:

Jewish Family Service in partnership with AT&T is looking for an outstanding [Trainer/Community Liaison](#)-who likes to collaborate and work in the community to build relationships and train those looking to improve their technology skills. This unique position will allow you the creativity to work with schools, non-profits and community organizations to assist those wanting to learn how to use today's technology to make their lives better. Responsible for facilitating instructor-led training solutions which support community goals, ~~t~~This position will help develop and execute strategies for growing relationships to build a pipeline of groups to train in a classroom setting. They will do targeted outreach to community partners to create programs that will help people find and keep higher paying and better jobs [as well as learn skills needed to improve their knowledge and use of common technologies.](#)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the career and finance team to develop appropriate strategies identifying, qualifying, cultivating, and stewarding organizations to collaborate with JFS to train and improve the lives of their clients
- Build relationships with schools and community members to learn the needs of different diverse groups and engage them in a new learning strategy
- Design or create curriculum to meet the needs of community partners
- Coordinates schedule for various groups using the [AT&T Connected](#) Learning Center
- Has an understanding of learning principles, effective coaching skills, and the ability to adapt to a variety of learning styles while monitoring learner progress
- Provide a consistent and successful training experience
- This position requires good communication skills and highly effective collaboration with multiple groups and subject matter experts
- Develops, establishes, and maintains training materials/curriculum

- Coaches and motivates and holds learners accountable for performance expectations to defined metrics
- Performs other duties as assigned within the scope of responsibilities and requirements of the position

REQUIREMENTS:

- Bachelor's degree from a certified college or university
- A minimum of 1 year of classroom training experience with demonstrated success facilitating both in-person and virtual training required
- Bilingual preferred
- Prior nonprofit experience, preferred
- Schedule flexibility and ability to work occasional evenings and weekends, required
- Knowledge of Microsoft Office and Google required, as well as a willingness to learn additional software

- Excellence in customer relations, written and presentation skills, required
- Proven leadership, project management, attention-to-detail, and organization skills, required
- Understanding of and ability to apply adult learning methodologies
- Strong public speaking skills with the ability to engage learners throughout training and learning opportunities.

Please apply to: aharding@ifsdallas.org

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