



**2021 Jobs List**



## Durham Jobs

### Creek Smart Assistant

**Description:** Ellerbe Creek Watershed Association (ECWA) is seeking a motivated individual to assist in the siting, installation, and monitoring of residential Stormwater Control Measures such as rain gardens and rainwater harvesting cisterns. The Creek Smart® Assistant is a part time temporary position that will work with ECWA's Water Management Specialist.

With guidance from the ECWA Water Management Specialist, be responsible for the following:

- Assist in preliminary site assessment and selection for Stormwater Control Measures. Assist in creating draft planting plans and communications with the homeowner to determine a final planting plan. Assist with contacting all applicable utilities and ensuring that each site is marked prior to digging. Install residential rain gardens with guidance of water management staff from ECWA. Assist with ordering, purchasing, and picking up plants and other materials to be installed in the garden. Manually dig, plant, mulch, and otherwise implement tasks needed to complete rain garden installations as well as other tasks that may be required.
- Install residential cisterns with guidance from water management staff.
- Assist in other potential duties, including the planning and organization of Creek Smart® workshops.
- Conduct visual monitoring and maintenance of rain gardens and cisterns previously installed by ECWA.
- Assist in the creation of Creek Smart® educational materials.

**Experience:** The ideal candidate has some experience in landscaping or other outdoor labor. However, this is not a requirement, and a demonstrated willingness to perform manual labor outdoors will be considered. Training and orientation will be provided.

- Ability to work alone at various job sites without supervision
- Ability to work outdoors even in difficult weather conditions.
- Ability to lift objects potentially >50 lbs.
- Ability to perform repetitive manual labor tasks (including, but not limited to: digging, compacting soil, hauling materials) for several hours at a time.
- Ability to reliably provide own transportation to/from various worksites.
- Strong Communication skills including verbal and written

**Part-time, contact Carlton Koonce ([carlton.koonce@dci-nc.org](mailto:carlton.koonce@dci-nc.org)) if interested**

### **Front Desk Receptionist- Bella Vita Chiropractic**

**Description:** Growing Durham Chiropractic office is seeking an energetic, health minded person for part-time office position. Pay based on qualifications. Part-time, will train. Resume required. May apply in person.

**Experience:** High School/GED required, a year of customer service (preferred,not required), and a spanish speaker (preferred, not required)

**Part-time**

**Link → [Bella Vita Receptionist](#)**

### **Book Babies Program Coordinator**

**Description:** Book Harvest is seeking a full time Book Babies Coordinator. This position is responsible for engaging in all aspects of the [Book Babies](#) program. The Coordinator will work closely to support all members of the Book Babies team, especially the Lead Coach, and will report to the Book Babies Lead Coach.

**Experience:** Utter dependability, flexibility, and strong interpersonal skills, **Native Spanish speaking skills required, both oral and written; ability to provide translation services,** Strong planning and organizational skills; ability to work with minimal supervision at times, Ability to complete assignments independently, efficiently, and on time, Enthusiasm for teamwork and collaboration; Prioritization and excellent time management skills, Excellent attention to detail and prompt follow-through, An ability to cultivate relationships and develop trust with a wide variety of stakeholders, A belief in the capacity of families to make decisions that are best for them, Cultural competence and sensitivity, A willingness to work evenings and

**Full- Time: If you are interested in applying for the position of Book Babies Program Coordinator, please submit a resume, cover letter, and contact information of two references to [bbcoordinator@gmail.com](mailto:bbcoordinator@gmail.com). No phone calls, please. The priority deadline for receipt of applications is March 10, 2021. go [here](#) for the job description.**

### **Bilingual Family Engagement Assistant**

**Description:** In response to the Covid-19 pandemic, Durham's Partnership for Children adopted virtual programming for our birth to age five services. Many families are finding themselves trying to navigate virtual learning and schools have limited resources and manpower to provide

additional support. The Bilingual Family Engagement Assistant would provide assistance for online family engagement activities as well as bilingual virtual learning transition activities and materials that focus on school readiness, literacy, healthy social emotional development, and child development.

Duties include, but are not limited to, the following. Other duties may be assigned. • Work closely with the NC Pre-K team and Family Engagement Specialist to provide programmatic support (Information collection, virtual learning, transition to Kindergarten, academic, and social-emotional activities) • Creating a warm, engaging, and inclusive learning environment for children and families • Build strong relationships with families to respond to their needs • Build trust and rapport with parents by establishing clear and open lines of communication • Communicate effectively with all necessary stakeholders (students, families, and DPfC staff)

**Experience:** Experience working with children preferred • Preschool or K-12 teaching experience preferred • **Must be bilingual (converse, read, and write in both non-English and English language)** • Must be able to work independently and efficiently within stated schedule • Must demonstrate abilities related to working with diverse families with young children • Must demonstrate excellent organizational skills in fast-paced environment • Must be accurate and proficient in Microsoft Word and Excel • Must maintain confidentiality and meet the highest ethical standards of service • Must have a valid driver's license and regular access to an insured, registered vehicle.

**Part -time:** If you are interested in applying for this position, please send your resume to [mail@dpfc.net](mailto:mail@dpfc.net).

### **Clouds Brewing- Server**

**Description:** Clouds brewing is looking for a competent Restaurant Server to take and deliver orders. You'll be the face of our restaurant and responsible for our customers' experiences. Food server responsibilities include ensuring our tables are clean and tidy when guests arrive, presenting menus and serving food and beverages. You need to be quick on your feet (literally and metaphorically) and have a polite and friendly attitude. If you enjoy talking to people and thrive in a fast-paced workplace, we'd like to meet you. Your ultimate goal will be to provide high-quality service that will help us maintain and attract customers.

**Experience:** Proven restaurant serving or waitering experience, Basic knowledge or willingness to learn about beer, Dependable and punctual, Attention to cleanliness and safety, Patience and customer-oriented approach, Excellent people skills with a friendly attitude, Responsible and trustworthy and High school diploma is a plus but not required

### **Part-Time and Full-Time**

**Link** → [Clouds Brewing Server](#)

## **Whole Foods- Grocery Team Member**

**Description:** Provide support as a member of the Grocery team to include receiving and preparing product, maintaining the Grocery floor and displays, and selling product in support of regional Grocery standards. Ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

**Experience:** Excellent communication skills and willingness to work as part of a team, Ability to deliver information in a clear and respectable manner to fellow team members and customer, Ability to learn basic knowledge of all products carried in department, Effective time management skills, Strong work ethic and integrity, Ability to visually examine products for quality and freshness, Ability to work in a wet and cold environment, Ability to work a flexible schedule including nights, weekends, and holidays as needed and Ability to use tools and equipment, including box cutters, electric pallet jacks, and other heavy machinery

### **Part-Time**

**Link** → [Whole Foods](#)

## **Operations Associate- JC-Penny**

**Description:** The Operations Associate's role is to create an outstanding customer experience by performing operations functions within the store. The Operations Associate role is an early morning position and you will work with a team to perform functions prior to store opening.

**Experience:** 1-2 years retail experience

### **Part-Time**

**Link** → [JC Penny](#)

## **Chapel Hill Jobs**

## **Museum Associate- Kidzu Children's Museum**

**Description:** The Museum Associate will support Kidzu's operations beginning in Visitor Services or exhibit areas as s/he welcomes visitors, engages children and caregivers within the museum, and facilitates museum activities. The enthusiastic Museum Associate will contribute to an excellent visitor experience at Kidzu. Ideal candidates are energetic, responsible individuals who are willing to take initiative and maintain a positive and professional attitude in a fast-paced, visitor-focused environment.

Candidates for this position will initially be trained to work at Kidzu's front desk greeting customers, answering phones, providing information about programs, and assisting with the upkeep of our sanitation efforts and museum cleanliness.

Additionally, candidates will be cross-trained to work in our makerspace where we facilitate S.T.E.M and art-focused programming.

**Experience: Must be 18 years or older to apply.** Experience & desire to work with children in an informal learning environment, Ability to cheerfully problem-solve, Displays excellent customer service skills, Possesses strong organizational and time management skills, Confident in basic office software, and a Willingness to learn new skills and grow as a member of the Kidzu Team

**Part-time: To apply, please send a letter of interest, resumé, and references to [info@kidzuchildrensmuseum.org](mailto:info@kidzuchildrensmuseum.org)**

## **Grocery Shopper- Wegman's**

**Description:** Wegmans Curbside Pickup is a fast-growing program that is looking for customer focused team members who are passionate about servicing our customers and helping them to live healthier, better lives. As a Store Shopper, you will be responsible for utilizing the latest technology to engage with customers through an app, shopping their orders and staging them for pickup. If you are passionate about working in a fast-paced environment and giving customers the freshest and best quality products out there, this could be the role for you!

**Experience: Must be 18 years or older.** Customer service experience, preferably in a food service, grocery or retail setting, Ability to use a company-issued device to manage orders and communicate with customers, Verbal and written communication skills, and Ability to take direction and work independently

**Part-Time**

**Link → [Wegman's Grocery Shopper](#)**

## **Sales Associate- Lowe's**

**Description:** All Lowe's associates deliver quality customer service while maintaining a store that is clean, safe, and stocked with the products customers need. As a Customer Service Associate, this means:

- Being friendly and professional, welcoming customers to Lowe's and helping with home improvement project needs.
- Validating loading tickets and processing orders and deliveries accurately so customers receive merchandise as expected and in a timely manner.
- Engaging in safe work practices and encouraging others to do the same.

The Customer Service Associate is responsible for customers' experience with Lowe's. This associate plays a critical role in helping our customers select the right products, ensuring quotes are accurate, verifying correct price labels, and confirming that all customer needs are met. In addition, this associate delivers excellent customer service by listening to customers, using expertise to help customers, and loading merchandise for customers. This associate must always remain vigilant and report any safety or security concerns around the entrance of the store.

The Customer Service Associate responsibilities vary dependent on the department he/she supports. Customer Service Associates work in one of the following areas: Appliances, Cabinets, Flooring, Live Nursery, Millwork, Fashion Plumbing, Outlet, Tool Rental, Pro, or Windows & Walls. Individuals applying for a role as a Customer Service Associate may be considered for any one of these areas, depending on hiring needs and skillset.

**Experience:** • 6 months of experience using a computer, including inputting, accessing, modifying, or outputting information.

- 6 months of experience using a handheld device (e.g., mobile phone, LRT gun, palm pilot, tablet, iPod) to enter, access, and output information.
- Ability to obtain sales related licensure or registration as may be required by law.

### **Part-Time and Full-Time**

**Link** → [Lowe's Sales Associate](#)

## **Raleigh Jobs**

## **Retail Sales Associate- Dick's (Hiring for ALL positions)**

**Description:** Sales Associate Duties Include: Create a world-class customer experience, Uphold company standards for merchandise presentation – make it look good, Show passion, knowledge, dedication, and commitment for the sports and activities we support in our stores, Comfort with cash-handling/ringing, Promote company programs including warranty sales, Scorecard (loyalty program), private-label credit cards, and other seasonal promotions

Operations & Freight Flow Associate Duties: Maintain cleanliness of all areas of the store including offices and restrooms, Assist with unloading trucks and processing freight, Ability to bend, stoop, reach, stand, push, pull, and lift cartons/bins weighing approximately 10-50 pounds each repetitively

**Experience:** Flexible availability – including nights, weekend, and holidays, 1-2 years of Retail Cashier, Retail Sales or cash-handling experience preferred, but not required, passion for Sports and/or Outdoor Activity

### **Part-Time**

**Link** → [Dick's All Positions](#)

## **Lowe's- Loader/Cart Associate**

**Description:** Being friendly, professional, and engaging customers to help answer questions, Retrieving, loading, and replenishing merchandise, Helping customers and staff move merchandise safely. The Customer Service Associate/Loader assists customers by loading merchandise into their vehicles. The Customer Service Associate/Loader also replenishes shelves for the next customers. Safety is critical because this associate lifts and moves merchandise for staff and customers frequently throughout his/her shift

**Experience:** 6 months experience using a computer, including inputting, accessing, modifying, or outputting information, 6 months experience using a handheld device (e.g., mobile phone, LRT gun, palm pilot, tablet, iPod) to enter, access, and output information, Ability to obtain sales related licensure or registration as may be required by law.

### **Part-Time and Full-Time**

**Link** → [Lowes- Raleigh](#)

### **Warehouse Associate- Night Shift**

**Description:**

What you will be doing: Order fulfillment – stocking, restocking, picking and packing, and outbound shipping of customer orders.

- Perform daily cycle counting and researching discrepancies.
- Use equipment to track, monitor and verify products for distribution.
- Maintain a clean work area to keep pharmaceutical products and merchandise clean and help prevent work related injuries.
- Verify product received against receiving documents, notes and reports discrepancies and any obvious damages (dependent on shift assignment)

**Experience:** High School or equivalent, Ability to read and understand the English language , Able to work in a fast-paced environment while meeting distribution standards., Motivated, hard-working and dependable; attendance and punctuality are very important, Able to work the shift hours listed above, plus overtime. (Overtime in most Distribution Centers is mandatory to enable real-time delivery), Able to perform repetitive and manual tasks on a consistent basis.

**Full-Time**

**Link → [Warehouse Associate- Night Shift](#)**

**If you have any question or need help with applying to these jobs OR finding another job not on the list, please email [corban.todd@dci-nc.org](mailto:corban.todd@dci-nc.org)**





