

PASSPORT TO EMPLOYMENT

a ministry of Church at the Crossing

JOB OPPORTUNITIES & INFORMATION UPDATES

3.6.2017

(Employers: Jobs are posted on Church at the Crossing's Website under Site Index; Passport to Employment; Resources; Job Board each Monday Morning. To insure the viability of jobs posted, if you wish your job to be listed and remain on the most recent Job Board, you must resubmit your request each week no later than Friday, thank you.)

Need help refining your search on our job board?

Save the PDF to your computer (currently when you click on the link it just "opens" in your internet browser), open the PDF in a program like Adobe Acrobat. You can then use the "Find" feature found under the Edit menu. A little blue box appears in the upper right hand corner of the document. Just type in the word you are searching for and it will find all the instances where that word appears in the document.

TOP 15 MOST POPULAR JOB BOARDS
BEST 50 NICHE JOB BOARDS
LINKEDIN

<http://www.ebizmba.com/articles/job-websites>
<https://www.smartrecruiters.com/blog/best-50-niche-job-boards/>
<http://www.linkedin.com>

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Special Talents to Achieve and Rise

The St. Vincent STAR Program provides an intensive 6 week (24 hours per week) “boot camp-like” job readiness and life skills training to individuals interested in enhancing their skills for today’s competitive workforce. Classes are free and you will be eligible to receive a stipend for every week completed.

Who benefits from the STAR Program?

- Individuals who have had difficulty attaining or maintaining employment.
- Individuals who have been out of the workforce for an extended period of time and who are ready to return.
 - Individuals who have never had a job
 - Individuals who need assistance developing networking skills

Criteria to be considered:

- Must be at least 18 years of age
- Must provide proof of at least a 10th grade education
- Must be unemployed or underemployed
- If you possess felonies and/or misdemeanors (including driving convictions), they cannot be less than 5 years old, including no pending cases
- Must provide valid state ID or Driver’s License
- Must provide a Social Security Card
- Must be able to successfully pass a drug test, physical and background screen

To be included in the next class, applicants **MUST** attend a
*Mandatory Orientation on March 2, 2017 (9:00 am – 12 noon) and
bring their Social Security Card, valid State ID or Driver’s License.

Next Class Starts: March 13, 2017

To Register for Orientation: Interested applicants must call 317-415-5775

Email: indystarprog@stvincent.org

We are located at: 9101 Wesleyan Rd., Suite 101, Indianapolis, IN 46268 Public Transportation: IndyGo Bus #34

**Employment is not guaranteed*

STAR Program ▫ 9101 Wesleyan Road, Suite 101 ▫ Indianapolis, IN 46268 (T) 317.415.5775 ▫ (Fax) 317.415.5776

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P2E LISTINGS NEW THIS WEEK		
JOB TITLE	COMPANY & CONTACT INFORMATION	POSTED ON OR OTHER INFORMATION
A & F Recruiter	Anderson Recruiting & Consulting, Inc.	LinkedIn
Associate Aquatics Director – Fishers	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204 Office: 317-266-9622/Direct: 317-713-8502 Fax: 317-636-3221/www.OurCausesYou.org	www.indymca.org/jobs
CAD Operator	NCW https://www.ziprecruiter.com/jobs/ncw-04471105/cad-operator-ffbfa977?mid=6756&source=cpc-ripplemint-standard	NCW is currently seeking a CAD Operator for a contract-to-permanent position located on the Northeast side of Indianapolis. This individual will be responsible for drafting and layout of various mechanical components. Responsible for reviewing work orders to determine layouts and files needed for production. Responsible for setting up and installing pattern files according to specifications. At least 1 year of experience using applicable CAD software for 2D mechanical layout.
Cashiers	Flying Cupcake If interested email carol@theflyingcupcakebakery.com	Must be over 18 and have afternoon, evening, and weekend availability. Positions are tipped and start at \$9/hr.
Cleaning Associates	Don Snell II, Branch Manager Clean Team, Inc. 1046 summit Drive Carmel, IN 46032 Cell: 317.416.1780 Web: www.cleanteamclean.com Apply today at http://www.cleanteamclean.com/apply.html	Part-time evening, weekday or weekend positions open! We strive to provide our Cleaning Associates with flexible scheduling and placement. All applicants must be at least 18 years of age with valid identification, have reliable transportation and be able to pass a background check. We offer paid training, competitive wages, an employee rewards program and opportunities for advancement for all-start employees.
Compensation Analyst	Medallion Partners, Inc.	LinkedIn
Contract Electrical Engineer	Shawn Petty, Lead Recruiter Shawn.Petty@veaps.com O: 317.671.8240/C: 765.437.6399	For a power and light company about 45 minutes south of Indy.
Customer Service Specialist	Insurance Career Training, Inc.	LinkedIn
Customer Support Manager, Roche Support Network	Roche	Indeed.com
Design Director	SmallBox 317.254.0932 info@smallbox.com	5+ years of experience in Design

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JOB TITLE	COMPANY & CONTACT INFORMATION	POSTED ON OR OTHER INFORMATION
Dish Washer	Flying Cupcake If interested email carol@theflyingcupcakebakery.com	Must be over 18 and have afternoon, evening, and weekend availability.
Entry Level-Healthcare Recruiter	Medasource	LinkedIn
ESA Specialist 2 nd Shift	Roche	Indeed.com
Events Manager	Ontario Systems	LinkedIn
Field Support Technician – Centralized Diagnostics	Roche	Indeed.com
Hatchery Supervisor	Maple Leaf Farms – Milford, IN	Indeed.com
HR Coordinator	Theoris Services	LinkedIn
HR DC Leader	Gordmans	LinkedIn
HR Generalist	The Heritage Group	LinkedIn
HR Manager	Chart Industries, Inc.	LinkedIn
HR Specialist	Cabela's	LinkedIn
Learning & Development Associate-FDE	Eli Lilly and Company	LinkedIn
Manager Human Resources	Toyota Industrial Equipment Mfg., Inc.	LinkedIn
Manager, Marketing	Medxcel https://social.icims.com/job/Manager-Marketing-Job-US-IN-Indianapolis-17901971.html?isd_source=linkedin&isd_pub=2103350	Education and Work Experience: * Bachelor's degree in marketing, business, design, communications, or a related field required; preferred MBA * Minimum 5 years' experience working with creative strategy, design, and communications
Marketing Manager Molecular Diagnostics; Microbiology Assays	Roche	Indeed.com
Marketing Manager/Events & Programs-Central Diagnostics	Roche	Indeed.com
Member Engagement Coordinator	The Broad Ripple Village Association (BRVA) 6323 Guilford Avenue Indianapolis, IN 46220 317.251.2782 info@brva.org / www.brva.org Please email your cover letter and resume to info@brva.org by March 11. Applications will be reviewed March 11-13. Interviews will be conducted March 15-17 with desired start date March 31, 2017.	Skillssets Experience with CRM/database software desired but not required Experience with photography, videography, and design programs Experience with Quickbooks desired but not required Experience with Facebook, Twitter, and Instagram Experience with Constant Contact, MailChimp, and Wix, Squarespace, and/or Wordpress
Membership Director – Hendricks Regional Health	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204	www.indymca.org/jobs

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P2E LISTINGS NEW THIS WEEK		
JOB TITLE	COMPANY & CONTACT INFORMATION	POSTED ON OR OTHER INFORMATION
	Office: 317-266-9622 /Direct: 317-713-8502 Fax: 317-636-3221 / www.OurCausesYou.org	
Outside Sales Rep B2B	Colonial Life – Carmel, IN	Colonial Life
President & Chief Executive Officer	South Central Indiana REMC	LinkedIn
Program Coordinator II – Aquatics – Baxter	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204 Office: 317-266-9622 /Direct: 317-713-8502 Fax: 317-636-3221 / www.OurCausesYou.org	www.indymca.org/jobs
Restaurant Recruiters/Hotel Recruiters-Work from Home	Goodwin Hospitality	LinkedIn
Sales Associate	Paradies Lagardre Travel Retail	Required Experience EDUCATION AND/OR EXPERIENCE: High school diploma or GED Ability to work any schedule - morning, evening, week days, weekends and holidays Ability to walk long distances at a brisk pace Ability to pass Federal Criminal Background Investigation Willingness and ability to meet all job functions as outlined above and as given to support business needs One to Two years prior Retail or Customer Service experience
Sales Representative	Lester Sales Company, LLC	https://app.gethappie.me/accounts/login/?next=/
Senior Director Wellness – Fishers	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204 Office: 317-266-9622 /Direct: 317-713-8502 Fax: 317-636-3221 / www.OurCausesYou.org	www.indymca.org/jobs
Senior Program Director – North – Youth Development	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204 Office: 317-266-9622 /Direct: 317-713-8502 Fax: 317-636-3221 / www.OurCausesYou.org	www.indymca.org/jobs
Service Representatives	Josie V. Soots, Owner/Operator Fish Window Cleaning 1030 E. 86 th Street, Suite 34-l	If interested visit: www.fishwindowcleaning.com/858 to fill out an application.

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JOB TITLE	COMPANY & CONTACT INFORMATION	POSTED ON OR OTHER INFORMATION
	Indianapolis, IN 46240 Office: 317.818.9505/Mobile: 317.694.5611	
Site Director II – Bridgeport – Youth Development	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204 Office: 317-266-9622/Direct: 317-713-8502 Fax: 317-636-3221/www.OurCausesYou.org	www.indymca.org/jobs
Site Director II – Warren Township – Youth Development	Robin M. Spearmon, Human Resources YMCA of Greater Indianapolis 615 North Alabama Street, Suite 200 Indianapolis, Indiana 46204 Office: 317-266-9622/Direct: 317-713-8502 Fax: 317-636-3221/www.OurCausesYou.org	www.indymca.org/jobs
Social Media Recruiter	Bankers Life	LinkedIn
Special Programs Associate (Part-time at Corp. HQ)	Crew Carwash	LinkedIn
Sr. Specialist I – Court Orders & Levies – Consumer Banking – Mid & 2 nd Shift	Chase Consumer & Community Banking Recruiting Franlene Hampton; T: 614.213.0480 Franlene.x.hampton@chase.com	
Strategic HR Business Partner	OneAmerica	LinkedIn
Talent Acquisition Specialist	Christel House Academy, Inc.	LinkedIn
Talent Advisor	Liberty Mutual Insurance	LinkedIn
Technical Support Consultant-MD	Roche	Indeed.com
Technical Support Specialist 1	Roche	Indeed.com
Test Scorers	Data Recognition Corporation 6901 Michigan Road, Indianapolis, IN 46268 Kelley Ceynowa, HR – Performance Assessment www.datrecognitioncorp.com To apply, please attend one of our weekly Recruiting Events. Please call our hotline: 1-866-258-0375 or visit our website: www.datarecognitioncorp.com , for this week's Recruiting Events schedule. <i>*Do not forward resumes for this position; you must apply in person at one of the recruiting events. Please arrive on time at the beginning of the event & bring original proof of your degree in the form of a college diploma, official transcripts or an unexpired teaching license.</i>	You will be scoring standardized tests that students take to comply with Common Core State Standards. These tests are administered to elementary through high school grades in the subjects of reading, writing and math. You must have a four year degree to qualify for this position. The position is full-time temporary, Monday - Friday from 8:30 am to 4:00 pm or part-time, Monday - Friday from 6:00 pm to 10:00 pm. The position will start in March. The pay is \$14.00 per hour plus eligibility to earn an attendance bonus, which would bring your rate to \$15.25 hour. We offer paid training and a pleasant work atmosphere.
Trainer – Learning	Angie's List	LinkedIn

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Hiring – MJ/word of mouth NEW THIS WEEK		
ROLE	Hiring firm/recruiting/search firm	SOURCE/OTHER INFO
<i>Executive/Management</i>		
○ Major Account Sales District Manager	ADP	LinkedIn
○ Sales Leadership	Apex Energy Solutions	LinkedIn
○ Major Gifts Officer	Bosma Enterprises	<Dean Bootcheck>
○ VP of Sales	Kinney Group	LinkedIn
○ National Sales Director	Valassis	LinkedIn
<i>Information Technology</i>		
○ Application Developer	Allied Solutions	Koch Davis
○ Senior Engineer - Systems	Angie's List	David Careers
○ Siebel Developer	Anthem	Koch Davis
○ Specialist - Solutions Devt-Navion	Ascension	David Careers
○ Sr. Engineer, Systems Security	BCD Travel	David Careers
○ Java Developer	The Boston Group	Koch Davis
○ .NET Developer	Cincinnati Bell Technology	Koch Davis
○ SENIOR MANAGER, DATA ANALYSIS (HEALTHCARE)	CTG	Johnson Jobs
○ Control Systems Engineer	CyberCoders	David Careers
○ ODI Developer	Digitek Software	Koch Davis
○ Application Support Analyst	The Finish Line	Indy Star
○ UI Developer/Web Designer	Goodwill Indy	Koch Davis
○ Senior Healthcare Data Analyst	Hopewell	Johnson Jobs
○ .Net Developer	Intuites	Koch Davis
○ Informatica Developer	IT Transformers	Koch Davis
○ .Net Developer	J.D. Byrider	David Careers
○ Lead UI Developer	The Judge Group	Koch Davis
○ .Net Developer	Kforce	David Careers
○ Healthcare Systems Analyst	Kforce	David Careers
○ Systems Engineer	Kforce	David Careers
○ Microsoft Dynamics ERP	Nigel Frank International	David Careers
○ Systems Engineer	Nigel Frank International	David Careers
○ Nodejs developer	Nityo Infotech Corp	Koch Davis
○ Systems Engineer - Major Accounts - Indiana	Palo Alto Networks	David Careers
○ Software Development Engineer	Performance Assessment Ntwk	David Careers
○ C#/.NET Developer	Principle Solutions Group	Koch Davis
○ Project Manager	Pyramid Technology Solns	Indy Star
○ Sr. Application Developer	Pyramid Technology Solns	Indy Star
○ Sr. Business Functional Analyst	Pyramid Technology Solns	Indy Star
○ Sr. Quality Assurance Testers	Pyramid Technology Solns	Indy Star
○ Sr. Systems Administrator	Pyramid Technology Solns	Indy Star
○ Experienced C# Developer	Robert Half Technology	Koch Davis
○ SharePoint Developer	Robert Half Technology	Koch Davis
○ Systems Engineer	Robert Half Technology	David Careers

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ROLE	Hiring firm/recruiting/search firm	SOURCE/OTHER INFO
○ Application Systems Engineer – Senior	Rose International	David Careers
○ Application Engineer	TriMedx	David Careers
○ Data Quality Consultant	UnitedHealth Group	Monster
○ Senior Mainframe Developer	UnitedHealth Group	David Careers
○ Health Care Architect	UST Global	Johnson Jobs
<i>Accounting/Finance/Financial Services/Admin</i>		
○ Health Care Manager	Somerset CPAs	Johnson Jobs
○ Health Care Real Estate Administrative Assistant	Somerset CPAs	Johnson Jobs
<i>Professional/Trades/Engineering/Operations/HR/Education</i>		
○ Energy Systems Integration Engineer-Anderson (IN)	Belcan TechServices	David Careers
○ Building & Facilities	Butler University	Indy Star
○ Radar Systems Engineer-Kokomo (IN)	Delphi	David Careers
○ Leadership Development Facilitator-Danville, IN	Hendricks Regional Health	Johnson Jobs
○ Customer Service (both Sales & Logistics)	Jay's Moving Company	<Angel Ward>
○ Contact: Elyse Eggleston elyse@jaysmovingindy.com , (317) 638 – 7033		
○ Education/Healthcare Manager	Knoll, Inc.	Johnson Jobs
○ Assistant Property Manager-Noblesville	River Edge Apartments	Indy Star
○ Environmental Health and Safety Manager	SMC Corporation	Johnson Jobs
○ Assistant Maintenance Supervisor-Beech Grove	Willow Glen Apartments	Indy Star
○ HEALTHCARE PROJECT MANAGER	Z-Careers	Johnson Jobs
<i>Health care/Life Sciences/Social Services</i>		
○ Population Health Nurse LPN	American Health Network	Johnson Jobs
○ Wraparound Facilitator - Hamilton County	Aspire Indiana	Koch Davis
○ Social Worker - Community Home Health	Community Health Network	Johnson Jobs
○ Consultant - Clinical Risk Manager	Fairbanks Hall/IU Health	Johnson Jobs
○ Patient Care Coordinator	Franciscan Health	Johnson Jobs
○ Critical Care Account Manager	The Getinge Group	Johnson Jobs
○ Behavior Adjustment Facilitator	Indianapolis Public Schools	Johnson Jobs
○ Clinical Case Manager	Kelly Services	Johnson Jobs
○ Care Manager	SeniorLink	Johnson Jobs
○ Clinical Team Lead-Anderson, IN	Seniorlink/Caregiver Homes	Johnson Jobs
<i>Sales/Account Mgmt/Business Development/Marketing/Customer Service</i>		
○ Business Development Manager	Aegion Corporation	Koch Davis
○ Product Marketing Manager	Allegion	Johnson Jobs
○ Senior Account Executive	AON	Koch Davis
○ Account Manager	Applied Industrial Tech	Johnson Jobs
○ Account Development Representative II	Arrow Electronics	Koch Davis
○ Insurance Account Manager / CSR	Artemis	Johnson Jobs

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Hiring – MJ/word of mouth NEW THIS WEEK

ROLE	Hiring firm/recruiting/search firm	SOURCE/OTHER INFO
○Account Manager	Avantor	LinkedIn
○Account Management Coordinator	BCD Travel	Koch Davis
○Account Manager – Employee Benefits	Capstone Search Group	Johnson Jobs
○Account Manager (Midwest Territory - Remote)	Cerna Solutions	Johnson Jobs
○Marketing Communications Campaign Manager	Covance	Koch Davis
○Strategic Account Manager	Cox Corporate Services	Johnson Jobs
○Sales and Marketing Admin Associate- Indianapolis	Cummins	Johnson Jobs
○Multi-Channel Marketing Campaign Operations	Eli Lilly	Johnson Jobs
○Account Executive	Extreme Networks	LinkedIn
○Content Marketing Coordinator	Flash Point	Johnson Jobs
○Corporate Development Manager	Forrer Group	Koch Davis
○Sales Account Manager	GeoSearch Environmental	LinkedIn
○Marketing Manager	Gutwein Law	Johnson Jobs
○Account Manager	ImageBloom, Inc.	Johnson Jobs
○RollTek Marketing Development Specialist	IMMI	Koch Davis
○Sr. Account Manager	Integrity Staffing	Johnson Jobs
○Account Manager	IU Health Plans	Johnson Jobs
○Account Manager	Kinney Group	Johnson Jobs
○Account Executive	The Meridian Group	Johnson Jobs
○Director - Healthcare Business Development	Navigant	David Careers
○Water Treatment Sales Consultant	nch	Monster
○Major Strategic Development Manager	Office Depot	Koch Davis
○Account Executive Mid-Market	Oracle	Koch Davis
○Territory Manager FTAP	Pall Corporation	LinkedIn
○Regional Sales Representative	PeopleNet	LinkedIn
○MARKETING MANAGER	PTS Diagnostics	Johnson Jobs
○Microbiology Automation Marketing Manager	Roche	Koch Davis
○Account Manager Sales & Marketing-Zionsville, IN	SenText Solutions	Johnson Jobs
○Account Supervisor	Staff Mgmt Talent Acquisitions	Koch Davis
○Account Manager	Stericycle	LinkedIn
○Remote Underwriter	Strategic IT Staffing	Monster
○Associate Digital Marketing Manager	Tailored Management	Johnson Jobs
○Account Manager	TrueBlue	Johnson Jobs
○Outside Sales Representative	UniFirst Corporation	Monster
○Account Manager - Marketing Services	Vaco	Koch Davis
○Sales Executive – Salesforce	Wave6	LinkedIn
○Content Marketing Manager	Wiley	Koch Davis

EmployIndy – NEW THIS WEEK

Applicaion Link: <http://employindy.hirecentric.com/jobs/>

Bilingual Medical Assistant
CNC Machinist
CNC Operator

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EmployIndy – NEW THIS WEEK

Application Link: <http://employindy.hirecentric.com/jobs/>

Emergency Kit Technician
Machinist - Entry Level
Equipment Operator / Brake Press Operator
General Laborers - Processing Technicians
Lab Manager
LCSW Therapist
License Practical Nurse LPN Registered Nurse RN
LPN - 2nd Shift
Machine Packaging Technician
Mail Processor
Maintenance Mechanic 2nd Shift
Maintenance Tech - Electrician
Maintenance Technician
Manufacturing Team Member 1 - Assembly & Deburr
Order Entry Technician
Paramedic
Patient Services Representative-Bilingual
Pharmacy Order Entry Technician
Picking Technician
Processor II Disbursements
Registered Nurse (RN)- 2nd Shift
Specialty Compound Operator
Triage (Customer Service) Technician

NOT FOR PROFIT - NEW THIS WEEK

Website: <http://charitableadvisors.hirecentric.com/jobsearch/>

EXECUTIVE

Executive Director (part-time) - Greater Beech Grove Chamber of Commerce. The Greater Beech Grove Chamber of Commerce is looking for an executive director who will be an ambassador, cheerleader and business advocate for our...more
Executive Director - Indy Pride, Inc. Indy Pride, Inc., Central Indiana's largest LGBTQ+ nonprofit organization, is currently searching for its first Executive Director. The Executive Director is...more
Executive Director (Full or Part time) - Muscular Dystrophy Family Foundation. Looking for a full time or part time Executive Director for the Muscular Dystrophy Family Foundation (MDFF) to manage programs and fundraising for the...more

FUND DEVELOPMENT

Grant and Proposal Writer - The Community Health Network Foundation. Ranked among the nation's most integrated healthcare systems, Community Health Network is Central Indiana's leader in providing convenient access to...more
Development Director - The ALS Association Indiana Chapter. New position created to support the Chapter's momentum towards identifying new opportunities to meet the changing needs of the ALS community and the...more
Prospect Research Analyst - The Community Health Network Foundation. Ranked among the nation's most integrated healthcare systems, Community Health Network is Central Indiana's leader in providing convenient access to...more

ADMINISTRATIVE/MANAGEMENT/LEADERSHIP

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NOT FOR PROFIT - NEW THIS WEEK

Website: <http://charitableadvisors.hirecentric.com/jobsearch/>

Senior Strategy Director for Homelessness - Eskenazi Health. Eskenazi Health is seeking a Senior Strategy Director for Homelessness to join our team. In this role, the Senior Strategy Director will work to identify...more

Senior Program Officer - Richard M. Fairbanks Foundation, Inc. The Richard M. Fairbanks Foundation seeks a Senior Program Officer to develop, refine, and execute strategies in support of the Foundation's funding...more

Associate Center Director (part-time) - Life Centers. Life Centers is currently accepting applications for a part-time Associate Center Director. A college degree in social work or professional experience with a social...more

Manager, Immersive Learning Initiatives - United Way of Central Indiana. Advance the mission of United Way of Central Indiana by developing, retaining and significantly growing the level of engagement and revenue generated...more

Assistant to the Director of Connectional Ministry (part-time) - Indiana Conference of the United Methodist Church. To assist the Director of Connectional Ministry by providing leadership and oversight to connection ministry teams: Rules and Structure, Nominations,...more

Associate Director of Mission and Justice Ministries - Indiana Conference of the United Methodist Church. To lead the Indiana Conference ministry of Mission and Justice. Oversight, creation and implementation of programs and ministry that address global health...more

MARKETING/COMMUNICATIONS/PUBLIC POLICY

Director of Communications & Direct Response - Phi Kappa Psi Foundation. This position is responsible for the strategic execution and management of a comprehensive communications/marketing program, including the coordination...more

Policy, Research & Advocacy Officer - Indiana Latino Institute. The Policy, Research & Advocacy Officer will be responsible for coordinating and implementing evidence-based research, policy analysis and advocacy...more

PROGRAMS

Career Coach - Community Alliance of the Far Eastside (CAFE). Community Alliance of the Far Eastside (CAFE) through its Center for Working Families initiative, seeks to improve the quality of life for families served by...more

Senior Program Director - North - YMCA of Greater Indianapolis. Under the direction of the Associate Executive Director and the Center Executive Director, the Senior Program Director of Youth Development will...more

Homeownership Assistant (part-time) - Greater Indy Habitat for Humanity. Greater Indy Habitat for Humanity has been creating opportunities for all people to live in decent, durable shelter in the Indianapolis area for nearly 30 years. We...more

Education Program Coordinator - Indiana Latino Institute. The Education Program Coordinator will be responsible for the implementation of all ILI Education programs, specifically in the following components: College...more

INTERNSHIPS/MISTAS

Programs & Services Intern (part-time) - Christel House International. Christel House International is a 501(c)3 committed to the education of children experiencing poverty with the mission of developing self-sufficient, contributing...more

Special Events & Volunteer Intern (part-time) - Children's Bureau, Inc. Do you thrive in a fast-paced environment? Do you care about the reason behind your work? If so, spend your summer getting real world, hands-on...more

Digital Media Intern - Nonprofit Marketing (Full Time) - Children's Bureau, Inc. Are you visually creative but analytical too? Do you thrive on the fast pace of social media marketing? Do you care about the reason behind your work? If so...more

Digital Media Intern - Corporate Fundraising (Summer 2017) - Children's Bureau, Inc. Are you a creative thinker who enjoys connecting people and maintaining relationships? Do you believe companies should give back to their communities...more

Summer Intern - Camptown, Inc. Camptown, Inc. is a not-for-profit organization that works with youth through outdoor wilderness and nature programs. Camptown is looking for a full time...more

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ROBERT HUTT'S JOB REPORT

Accountemps

Payroll Clerk

Muncie (IN), Posted: Tuesday Feb 21st

Kingsley-Rose

CPA Public Accounting

Indianapolis (IN), Posted: Friday Feb 24th

Access Behavior Analysis

Payroll Coordinator / HR Assistant

Indianapolis (IN), Posted: Wednesday Feb 22nd

RAY S TRASH SERVICE, INC.

Torchman | Strong Compensation & Benefits! (7673484)

Indianapolis (IN), Posted: Saturday Feb 25th

The Townsend Corporation

Payroll & Invoicing Specialist

Muncie (IN), Posted: Saturday Feb 25th

Parker and Lynch

EXECUTIVE RECRUITER IN ACCOUNTING / FINANCE INDIANAPOLIS

Indianapolis (IN), Posted: Friday Feb 24th

Manifest Consulting Group

Direct Sales & Customer Service Agent - Entry Level

Indianapolis (IN), Posted: Saturday Feb 25th

Adjutant General

Purchasing & Contracting Agent

Edinburgh (IN), Posted: Friday Feb 24th

Carmel Clay Parks & Recreation

Payroll Assistant

Carmel (IN), Posted: Friday Feb 24th

Robert Half Accountemps

Payroll Clerk

Muncie (IN), Posted: Thursday Feb 23rd

Triton Creative

High-Commission Independent Sales Rep

Indianapolis (IN), Posted: Friday Feb 24th

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ROBERT HUTT'S JOB REPORT

Cox Communications

Accounting Manager

Carmel (IN), Posted: Saturday Feb 25th

Keys Realty Group

Executive Assistant - Part-time

Indianapolis (IN), Posted: Thursday Feb 23rd

Accountemps

Accounting Supervisor

Indianapolis (IN), Posted: Friday Feb 24th

Main Event Entertainment Indianapolis

Accounting Coordinator

Indianapolis (IN), Posted: Saturday Feb 25th

Waddington North America, Inc.

Accounting Assistant

Fishers (IN), Posted: Friday Feb 24th

Tilson HR

Benefits Assistant

Greenwood (IN), Posted: Wednesday Feb 22nd

ADP

Strategic Outside Sales Account Executive

Indianapolis (IN), Posted: Saturday Feb 25th

RAY S TRASH SERVICE, INC.

Torchman | Strong Compensation & Benefits!

Indianapolis (IN), Posted: Saturday Feb 25th

Agent Recruiting Network

Independent Health Insurance Agent / Medicare Specialist Needed

Lafayette (IN), Posted: Monday Feb 27th

Pinnacle Partners, Inc

Executive Assistant/Office Manager

Indianapolis (IN), Posted: Saturday Feb 25th

Electronic Merchant Systems - Agent Side

Independent Sales Agent

Indianapolis (IN), Posted: Tuesday Feb 28th

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ROBERT HUTT'S JOB REPORT

AMP Residential
Payroll and Benefits Manager
Indianapolis (IN), Posted: Tuesday Feb 28th

Heartland Payment Systems, Inc.
Payroll Sales Executive
Indianapolis (IN), Posted: Wednesday Mar 1st

RAY S TRASH SERVICE, INC.
Dispatcher | Strong Compensation & Benefits!
Indianapolis (IN), Posted: Thursday Feb 23rd

Mid-State Truck Equipment, Inc.
Accounting/HR/Clerical Position
Fishers (IN), Posted: Tuesday Feb 28th

Accountemps
Accounting Clerk
Carmel (IN), Posted: Tuesday Feb 21st

Greatland Financial
Insurance Agent
Indianapolis (IN), Posted: Wednesday Mar 1st

Baldwin & Lyons, Inc.
Workers' Compensation Rater
Carmel (IN), Posted: Tuesday Feb 28th

Magnified Vacations LLC
Travel Agent
Brownsburg (IN), Posted: Tuesday Feb 28th

Fairfield Manufacturing Company Inc
Payroll and Benefits Administrator
Lafayette (IN), Posted: Friday Mar 3rd

Eleven 22, Inc.
Independent Insurance Agent
Indianapolis (IN), Posted: Thursday Mar 2nd

RAY S TRASH SERVICE, INC.
Dispatcher | Strong Compensation & Benefits! (7683505)
Indianapolis (IN), Posted: Tuesday Feb 28th

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ROBERT HUTT'S JOB REPORT

Heartland Payment Systems, Inc.
B2B Sales Payroll Executive
Indianapolis (IN), Posted: Friday Mar 3rd

Department of Natural Resources
Payroll Accountant
Indianapolis (IN), Posted: Friday Mar 3rd

Elwood Staffing
Payroll Administrator
Shelbyville (IN), Posted: Friday Mar 3rd

Buckaroos Inc.
Accounting Manager
Indianapolis (IN), Posted: Thursday Mar 2nd

Belcan TechServices
Payroll Specialist
Shelbyville (IN), Posted: Friday Mar 3rd

Badger Daylighting
Benefits Specialist
Brownsburg (IN), Posted: Thursday Mar 2nd

AccountingWerks
Payroll / Human Resource Professional
Morristown (IN), Posted: Friday Mar 3rd

UPCOMING JOB FAIRS & EVENTS:

- **TBG Band:** Friday, March 17, 6:30-8:30pm at "The Well" Coffeehouse at 116th St. and Lantern Road, Fishers.
<http://www.wellcoffeehouse.com/locatons/fishers/>
- Volunteer & Networking opportunity – Indy 500 Festival activities (Mini Marathon, Parade, ...) see <http://www.500festival.com/volunteer>
- **FOR A LIST OF JOB FAIRS IN THE INDIANAPOLIS AREA VISIT:** <http://jobfairsin.com/indiana>
- **WorkOne Open Computer Lab** – NEW!!! Thursdays 1:00-3:00PM, every other Thursday at WorkOne Fishers Feb 9 & 23 – assistance with any IT-related tools
- **Look-ahead** - Volunteer & Networking opportunity – Indy 500 Festival activities (Mini Marathon, Parade,...) see <http://www.500festival.com/volunteer>

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OPPORTUNITIES:

- Brown & Brown Insurance: is hiring for a variety of positions. Visit www.bbinsurance.com/jobs/?state=38 for more.
- BRIDGE JOBS:
 - Ushers – Pacers, Butler Sports, Indy Fuel, Indy Eleven; ESG Security; Indy Star; jobs@esgsecurity.com or 317.261.0886
- Rainmakers will begin to waive registration fees for P2E participants, for their networking events. Identify yourself as working with Passport to Employment. For their upcoming calendar, see <http://gorainmakers.com/events/>. Special thanks to Jeff Crane and Monty Riffer for this arrangement!
- Education/Training Opportunity: Metropolitan School District; Community & Continuing Education Center; Washington Township; Northview Middle School, 8401 Westfield Blvd; Indianapolis, IN 46240; door #4; 317.259.5275; free classes for adults in need of skills training (academic and career certification*); Opportunities include: College preparation, basic academic skills classes, career certification (including: Certified Nursing Assistant, Certified Medical Assistant, HVAC, CNC, CDL (A & B), Welding, Microsoft Office, Pharmacy Technician, EMT, A+ (Computer Support Specialist), Building Maintenance, Aviation Manufacturing, Material Management and Logistics); *Career certification classes require meeting minimum eligibility criteria prior to enrollment.
- Free or Reduced Fee Health Care services clinics in Marion Co. and 4 in Hamilton Co. Trinity Free Clinic in Carmel, now offers full scale dental services. (trinity/freeclinical.org/support)
- Kelly Services: Have you ever felt like you want to make a difference in the lives of others, but your work experience has been in physical labor jobs? That's okay... if you are willing to work hard, pay attention to detail, and have a true desire to make a difference, then we should talk! Kelly Services is seeking outstanding individuals to join the Kelly team at Lilly near downtown Indianapolis. Lilly is one of the global leaders in drug research, development and manufacturing. What you need to bring to the position: Solid work history, willingness to learn, exposure to a manufacturing or warehouse environment, keen attention to detail, able to follow direction and work with a focus on safety. As a team member Kelly Services offers you an exceptional array of perks including product discounts, an extensive free learning center, access to benefits, etc. Email your resume today for immediate consideration! 2554@kellyservices.com
- Klamen Training & Development, LLC is looking for those that can provide business services such as employee training, staff development, safety management, financial analysis, business consulting, website development and such. A brand new company, Klamen would like to offer its upcoming clients even more services and we need to create the needed partnerships in advance. Going forward, we can offer possible contracted professional jobs on a P/T basis to those that have skills to offer. Please see our company site at www.klamen.com to get an idea of the services that we offer and to see areas that we can add to offer to customers. Please send an email to jk@klamen.com or through the website if interested and we can begin a discussion. We also offer a referral rewards program as well. Thank you!
- Liberty Tax Service: join the team, become the next rising superstar with our Tuition Free Tax School; Bob Donica – Liberty Tax Fishers; 8757 E. 116th Street; Fishers, IN 46038; 317.912.2100; fisherstax@libertytax.com http://marketing.libertytaxfishers.com/acton/ct/11030/s-0028-1509/Bct/q-0017/l-0016:159b/ct4_1/1?sid=zBonSOIU5
- Medxcel: 5451 Lakeview Parkway S Drive; Indianapolis, IN 46268; Phone: 317.275.5973; Paula Earleywine, Talent Acquisition Consultant II (paula.earleywine@medxcelglobal.com) is searching for talent to join the Medxcel staff. For a listing of current positions visit <https://www.facebook.com/MedxcelCareers>
- MSD Washington Township Adult Education – located in Northview Middle School on Westfield Blvd provides training in becoming a CNA,

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OPPORTUNITIES:

EMT, Pharmacy Assistant, Phlebotomist, and CMA in the medical field. In manufacturing/ production/ logistics, they have classes in apartment maintenance, aviation manufacturing, CNC programming, HVAC, MSSC/ forklift license, CDL truck driving, welding, and certified production technician. They also offer classes for MOS (Microsoft Office Specialist) and Computer Support Specialist certification. Contact [317.259.5275](tel:317.259.5275), the Adult Education office. Great opportunities for new careers.

REGULAR NETWORKING EVENTS:

- **P2E Accountability Groups:** provide an opportunity for groups of 6-8 people to meet, get to know one another and help each other along in the journey to re-employment. Well-run accountability groups plan and set goals for each individual to accomplish over the next week, then meet the following week to discuss what was done, not done, what help is needed, etc. Group members agree to be accountable for their job search efforts to the rest of the group. There is no cost to participate in these groups.
 - Fishers Group: Wednesdays; 9:30-11:00 AM; Work One Fishers – 10204 Lantern Road, Fishers; Facilitator: Mike Johnson at mikejohnsonmj@aol.com
 - Northeast Indy Group: Thursdays; 9:00-10:00 AM; Community North Hospital - 96th & Shadeland.; Facilitator: Jeff Crane at jcrane@esourcecoach.com
 - Carmel Group: Fridays; 9:00-10:30 AM; SoHo Café – 620 S. Rangeline Road, Carmel; Facilitator: Monty Riffer at mriffer@comcast.net
- **P2E Workshops at Church at the Crossing:** Contact us at p2e@golove.org P2E Workshops are provided as a crash course to address the basic requirements of a job search. These sessions cover resumes, cover letters, references, 30 second informercials, networking techniques, use of social media, interviews, STAR stories and more. There is no cost to participate in P2E workshops – everyone is welcome!
 - Tuesdays, 1:30 – 3:30 PM; Room 134 (Enter at Door 4 – green canopy)
- **Be Funemployed Volunteer Events:** for details see <http://www.befunemployed.org/VolunteerOpportunities.html>
- **Bier Networking by the Financial Center;** Every Tuesday 4-6pm at Bier Brewery; 5133 East 65th Street; Indianapolis, IN 46220; (65th and Binford Blvd)
- **BPE Indy North** – is moving from Launch Fishers – will meet 8:00am on Mondays in the WorkOne Fishers office for now; Patrice Waidner, BPE Indianapolis North Chapter Membership Chair; www.B-P-E.org; 317.408.8554
- **Business Professional Exchange** – exit 205, Fishers Library lower level. Mondays 8AM, business attire, good speakers, come ready with your 30-second introduction
- **College Park Church Career Workshop,** 2606 West 96th Street, Indianapolis, IN; Thursdays at 6:30 pm, Room E104 (free)
- **Fishers Rotary at Forum Credit Union HQ** - exit 205 AAA Parkway office complex area - Fridays 7AM. Open to guests, also recruiting to get new Rotary members – if interested contact Steve Kosiba from our group or Luzia Galosi (a P2E alumna)
- **Indy Software Artisans** – Meetup for Programmers & Engineers – 3rd Thursday each month, 5:30 – 7:30pm, meets in Software Engineering Professionals office building – Center Green, Suite 400, downtown Carmel
- **TechPoint Thursday (IT Focus)** – 3rd Thursday of each month <http://techpoint.org/>

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REGULAR NETWORKING EVENTS:

- Vet to Vet – Networking Events – hosted by WorkOne North Shadeland office, Wednesday mornings, 2 Wednesdays per month – contact Elliott Glandon, Veteran Services Liaison, eglandon@dwd.in.gov

STILL LOOKING?

BUSINESSES	WEBSITE
Amgen	http://www.amgen.com/
Angie's List	https://careers.angieslist.com/
Ascension Health	http://msc.ascensionhealth.org/
Avon	https://www.avon.com
Bankers Life	https://www.bankerslife.com/careers/
Bastian Solutions	http://www.bastiansolutions.com/about/careers
Best Media Version	http://www.bestversionmedia.com/
Citizens Energy Group	http://www.citizensenergygroup.com/Our-Company/Careers
Community Health Network	https://www.ecommunity.com/careers
Company Kitchen	https://companykitchen.com
Covance	http://jobsearch.covance.com/
Crowe Horwath	http://jobs.crowehorwath.com/
Dow AgroSciences	http://www.dowagro.com/en-us/careers
Engaging Solutions	http://www.engagingsolutions.net
Eskenazi Health	http://www.eskenazihealth.edu/careers
Exacq	https://www.exacq.com/about/jointheteam.php
Fastenal	https://careers.fastenal.com/
GEICO	http://www.geico.jobs/indy
Goodwill Industries	http://www.goodwillindy.org/mod/jobs/jobsAtGoodwill/
Green BEAN Delivery	http://www.greenbeandelivery.com
HealthX	http://www.healthx.com/global/careers/
hhGregg	http://www.hhgregg-jobs.com/
Indiana State Fairgrounds	http://www.in.gov/statefair/fairgrounds/employment.html
Indiana, State of	http://www.in.gov/spd/careers/
Katz, Sapper & Miller	http://www.ksmconsulting.com/
Key Benefits Administrators	http://keybenefit.applicantpro.com/jobs/
Kroger Corporation	https://jobs.kroger.com/
LeadJen	https://www.leadjen.com/careers
Leidos	https://leidos.com/careers
Liberty Mutual Insurance	http://www.libertymutualcampus.com
Liberty Mutual Insurance	http://www.jobs.libertymutualgroup.com/indianapolis/claims-job
Lids	http://www.lids.com/HelpDesk/Corporate/CareerOpportunities
Lincoln Heritage Life	https://www.lhlic.com/
MacAllister Machinery	http://careers.macallister.com/jobs/

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Navient Corp.	http://jobs.navient.com/indiana-jobs
Nestle USA	http://nestlejobs.com/indianapolis/nestle-usa-jobs
NextGear Capital/Cox Automotive	http://www.nextgearcapital.com/
Northwest Radiology	http://www.northwestradiology.com/about-nwr/careers
Omni Hotels & Resorts	http://www.omnihotels.com/careers
OurHealth	http://www.ourhealth.org/careers
Roche	http://www.roche.com/careers
SMC	http://www.jobs.net/jobs/smcusa/en-us/
STLogics	http://www.Stlogics.com/careers/
Stonegate Mortgage Corp.	http://www.stonegatemtg.com/careers.aspx
Stonemill Consulting, LLC	http://www.stonemillconsulting.com
TechPoint IT Jobs	http://techpoint.org/talent-network
Tekmark Global Solutions LLC	http://www.tekmarkinc.com/go.php?id=1
Town of Fishers	http://www.fishers.in.us/jobs
Town of Plainfield	http://www.townofplainfield.com/Employment-Opportunities/
Trine University	http://www.trine.edu/careers/ed-office-international-services.aspx
United Way of Central Indiana	http://www.uwci.org/careers
UnitedHealth Group	http://careers.unitedhealthgroup.com/
University of Indianapolis	https://jobs.uindy.edu
Waffle House	http://www.wafflehouse.com/whcareers/career-path
WestPoint Financial Group/MassMutual	http://www.westpointfinancialgroup.com
Wyndham Worldwide	http://www.wyndhamworldwide.com/
YMCA of Greater Indianapolis	http://www.indymca.org/jobs/
RECRUITING/STAFFING	WEBSITE
Abacus Service Corporation	http://www.abacusservice.com
Aegis Worldwide	http://teamaegis.com/job-seekers/search-jobs/
Artemis Search Partners, Inc.	http://www.artemissearchpartners.com/
Bastian Solutions	http://www.bastiansolutions.com/about-us/careers
BusinessWorkforce	http://www.businessworkforce.com/
CareerArc	http://www.careerarc.com/about-us
Duke Careers	http://www.dukecareers.com
Express Employment Professionals-North, IN	http://www.expressindynorth.com
Express Employment Professionals-South, IN	http://www.expressindysouth.com
Gannett Talent Network	http://www.gannett.com/
Go Position	http://go-position.site/
IDC Technologies, Inc.	http://www.idctechnologies.com
IndianaCAREERconnect.com	http://www.indianacareerconnect.com
Integrity Staffing Solutions	http://jobs.integritystaffing.com/
KForce	http://www.kforce.com/jobs
Koch Davis	http://www.kochdavis.com
Meridian Group	http://www.themeridiangp.com

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Newell Brands/Jarden Corporation	http://jarden.jobs/jobs/?location=Indiana&q=brand
Platinum Recruiting	http://www.platinumrecruiting.com
Purple Ink	http://purpleinkllc.com/
QuEST Global	https://www.quest-global.com/
Randstad Engineering	http://engineers.randstadusa.com
Recruitology	https://apply.recruitology.com
Safari Solutions	http://www.safarisolutions.com/careers/
Sharpen	http://careers.sharpencx.com/
US Tech Solutions	http://www.ustechsolutions.com/
USAJOBS	http://www.usajobs.gov
VACO	http://www.vaco.com/indianapolis
Vitamin T	http://vitamintalent.com/find-work/
Wolfe & Associates, Inc.	http://www.wolferecruiting.com
Women Working in Technology	http://womenworkingintechnology.org/wp/
World Wide Staffing	http://www.worldwidestaffinginc.com
JOB BOARDS	WEBSITE
BeYond	http://www.beyond.com/
CandidatePoint	http://candidatepoint.com/recommended-jobs
Careeralerter	http://www.careeralerter.com/home
CareerAlerts	http://www.careeralerts.com/
careeravenue	http://www.careeravenue.com/
CareerBuilder	http://www.careerbuilder.com/jobs-job-fairs-in-indianapolis.in
Craigslist-Indianapolis	https://indianapolis.craigslist.org/
CyberCoders	https://www.cybercoders.com/
David Careers	http://davidcareers.com/
Defenders Careers	https://defenderdirectcareers.silkroad.com/
Dice	http://www.dice.com/
efinancialcareers	http://www.efinancialcareers.com/
FindYourCareer.com	http://www.findyourcareer.com/
FlexJobs	https://www.flexjobs.com/
Geebo Job Alerts	https://geebo.zipalerts.com/login
Glassdoor	https://www.glassdoor.com/index.htm
hiredboard	http://www.hiredboard.com/jobs/
Indeed	http://www.indeed.com/jobs
Job Alert Service	http://www.jobalertservice.com
Job Hunt Digest	http://www.jobhuntedigest.com/?q=
Job Thunder	http://www.jobthunder.com/jobs
JobDiagnosis	http://www.jobdiagnosis.com
JobGoRound.com	http://www.jobgoround.com/
JobRight	http://www.jobright.com
Jobs2Careers	http://www.jobs2careers.com/

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JobsBall	http://jobsball.co.uk/
JOBSEEQ	http://www.jobseeq.com/#jobs
JobsFlag	http://jobs.jobsflag.com/
Jobtomic	http://www.jobtomic.com
jobungo	http://www.jobungo.com
Johnson Jobs	http://www.johnsonjobs.com
JustJobs	https://justjobs.com/
Ladders	https://www.theladders.com/theladders/
Monster	http://www.monster.com
Online Job Applications	http://www.onlinejobapplications.com/
Post Job Free	https://www.postjobfree.com/
PRSA Hoosier Chapter	http://www.prsaHoosier.org/job-bank
RecommendedJobs	http://www.recommendedjobs.com/#jobs
Resume Library Com	https://www.resume-library.com/
SalesJobs.com	https://www.salesjobs.com
Search Find Hired	http://searchfindhired.com/
SimplyHired	http://www.simplyhired.com/
Startwire	http://www.startwire.com/
SuggestedJobs	http://www.suggestedjobs.com/#jobs
The Job Network	http://www.thejobnetwork.com/
TopUSAJobs	https://jobs.glidepath.com/careers/
VirtualVocations	https://www.virtualvocations.com
Work Now America	http://www.worknowamerica.com/jobs
Wullo	http://www.wullo.com/jobs.php#
Your Sales Engineer Jobs	https://www.getsalesengineerjobs.com/
ZipRecruiter	https://www.ziprecruiter.com/

OTHER AVAILABLE RESOURCES

To learn more about these Services, visit our Passport to Employment Class
Monday Nights – 7:00-9:00pm @ Church at the Crossing

Introduction to P2E Participants
 Danny's Closet of Hope
 Dress for Success
 Trinity Free Medical Clinic & other Healthcare
 Connect 2 Help (211)
 Food Pantries
 Emergency Shelters
 Employment Services/Staffing Companies
 Recruiters by Specialty
 Ex-Offender Re-Entry Assistance
 Neighborhood Christian Legal Clinic & Legal Services
 Mental Health & Substance Abuse

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Counseling Services

Veterans Assistance

Compassionate Support: Stephen Ministry/Divorce Care

WorkOne Organizations

Vocational Training & English as a Second Language