

# Job Spotlight

January 7- January 13, 2024

Circa

Colorado State Patrol

DirectEmployers

El Paso County

Fountain Fort Carson District 8

MSEP Employer - Salesforce

MSEP Employer - Hyatt Hotels Corporation

MSEP Employer US Small Business Administration

MSEP Employer - Chi-Chuck

Squared Away

Sun Communities

Team Select Home Care

U.S. Department of State

USAJOBS Local Vacancies

USIC

VirtForce

**From:** [10 FSS/FSH Transition Assistance Program](#)  
**Subject:** 25 Dec 23 - NEW DirectEmployers Member jobs in your area!  
**Date:** Thursday, December 28, 2023 1:34:48 PM

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Title	Requisition ID	Company	Location
<a href="#">Member Specialist</a>	8261_R-1750901	Walmart	CO-Colorado Springs
<a href="#">Assistant Manager</a>	JR28005-1	Sonic Drive-In	CO-Colorado Springs
<a href="#">Shift Lead</a>	1325360BR	Walgreens	CO-COLORADO SPRINGS
<a href="#">OPERATIONS ASSISTANT MANAGER</a>	576333BR	Dollar Tree	CO-Colorado Springs
<a href="#">Diagnostic Medical Sonographer</a>	56560	Centura Health	CO-Colorado Springs
<a href="#">Director Nursing Services</a>	72270	Centura Health	CO-Colorado Springs
<a href="#">Diagnostic Medical Sonographer</a>	59385	Centura Health	CO-Colorado Springs

From: 10 FSS/FSH Transition Assistance Program  
Subject: Opportunities through Circa  
Date: Thursday, December 28, 2023 1:39:54 PM

★ Indicates a Federal Contractor

Job Title	Company	Experience	Employment Type	Location
<a href="#">Electronics Maintenance Technician (S...</a>	★ <a href="#">Peraton</a>	1 years	Full Time	Schriever Air Force Base, CO
<a href="#">Laborer I</a>	<a href="#">ADB Companies</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Emergency Management Technician</a>	★ <a href="#">Tlingit Haida Tribal Business Corpora...</a>	Open	Full Time	Colorado Springs, CO
<a href="#">OSP Engineer I</a>	★ <a href="#">MasTec Communications Group</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Apple Genius - IT Support Technician</a>	<a href="#">Apple</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">Genius</a>	<a href="#">Apple</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">MDA Support Analyst</a>	★ <a href="#">Torch Technologies, Inc.</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Install Team Lead</a>	★ <a href="#">Johnson Controls, Inc.</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Life Safety Service Representative II...</a>	★ <a href="#">Johnson Controls, Inc.</a>	2 to 3 years	Full Time	Colorado Springs, CO
<a href="#">Sales Executive</a>	<a href="#">First American</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Psychologist - BHOP</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	United States Air Force Academy, CO
<a href="#">Dental Hygienist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	1+ years	Full Time	United States Air Force Academy, CO
<a href="#">General Dentist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	5+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Clinical Psychologist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	United States Air Force Academy, CO
<a href="#">Physical Therapist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	Open	Full Time	Peterson Air Force Base, CO
<a href="#">Pharmacist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	Open	Full Time	Peterson Air Force Base, CO
<a href="#">Licensed Practical Nurse (LPN/LVN)-Pr...</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Fort Carson, CO
<a href="#">Occupational Health Physician</a>	★ <a href="#">Spectrum Healthcare Resources</a>	5+ years	Full Time	Fort Carson, CO
<a href="#">Obstetrician/Gynecologist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Fort Carson, CO
<a href="#">CERTIFIED NURSING ASSISTANT - HOSPICE...</a>	★ <a href="#">BrightSpring Health Services</a>	0 to 1 years	Full Time	Colorado Springs, CO
<a href="#">REGISTERED NURSE CASE MANAGER - HOSPICE</a>	★ <a href="#">BrightSpring Health Services</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">REGISTERED NURSE - HOSPICE, ON-CALL</a>	★ <a href="#">BrightSpring Health Services</a>	1+ years	Full or Part Time	Colorado Springs, CO
<a href="#">Intelligence Staff Officer</a>	★ <a href="#">Avantus Federal</a>	8+ years	Full Time	Colorado Springs, CO
<a href="#">BCBA - 4 day work week!</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA - 4 day work week! (Relocate to...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">\$10K Sign On Bonus - BCBA w/uncapped...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">\$10K Sign On Bonus - BCBA w/uncapped...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Part-Time BCBA (uncapped monthly bonu...</a>	<a href="#">ABS Kids</a>	Open	Part Time	Colorado Springs, CO
<a href="#">Part-Time BCBA (uncapped monthly bonu...</a>	<a href="#">ABS Kids</a>	Open	Part Time	Colorado Springs, CO
<a href="#">BCBA - 4 day work week!</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA - 4 day work week! (Relocate to...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">BCBA (uncapped monthly bonus plan)- R...</a>	<a href="#">ABS Kids</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Controls Systems Technician</a>	★ <a href="#">Johnson Controls, Inc.</a>	2+ years	Full Time	Colorado Springs, CO
<a href="#">Cybersecurity Engineer III</a>	★ <a href="#">Invictus International</a>	4+ years	Full Time	Colorado Springs, CO
<a href="#">Territory Sales Representative</a>	★ <a href="#">TruGreen</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Sr. Operational Engineer - Education,...</a>	★ <a href="#">The Aerospace Corporation</a>	10+ years	Full Time	Colorado Springs, CO
<a href="#">Guidance, Navigation, and Control (GN...</a>	★ <a href="#">The Aerospace Corporation</a>	12+ years	Full Time	Colorado Springs, CO
<a href="#">Customer Service Rep I - PHC - Color...</a>	★ <a href="#">Lincare Holdings</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Warehouse Coordinator - Colorado Spr...</a>	★ <a href="#">Lincare Holdings</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Residential Lawn Specialist</a>	★ <a href="#">TruGreen</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Modeling and Simulation Engineer</a>	★ <a href="#">Torch Technologies, Inc.</a>	2+ years	Full Time	Colorado Springs, CO
<a href="#">Public Health Technician</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Phlebotomist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Health Educator</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Clinical Dietician</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3 years	Full Time	Peterson Air Force Base, CO
<a href="#">Clinical Dietician</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3 years	Full Time	Peterson Air Force Base, CO
<a href="#">Registered Nurse (RN) - Special Needs</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3 years	Full Time	United States Air Force Academy, CO
<a href="#">Registered Nurse (RN) - Family Medicine</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3 years	Full Time	Peterson Air Force Base, CO
<a href="#">Registered Nurse (RN) - Family Medicine</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3 years	Full Time	Peterson Air Force Base, CO
<a href="#">Registered Nurse (RN) - Case Manager</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3 years	Full Time	Peterson Air Force Base, CO

<a href="#">Registered Nurse (RN) - Behavioral He...</a>	★ <a href="#">Spectrum Healthcare Resources</a>	3+ years	Full Time	United States Air Force Academy, CO
<a href="#">Registered Nurse (RN) - Behavioral He...</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	United States Air Force Academy, CO
<a href="#">All Source Electronic Warfare Intelli...</a>	★ <a href="#">Booz Allen Hamilton</a>	8+ years	Full or Part Time	Peterson Air Force Base, CO
<a href="#">Driver</a>	★ <a href="#">Waste Connections</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Assistant Community Manager</a>	<a href="#">Continental Properties</a>	2+ years	Full Time	Colorado Springs, CO
<a href="#">Clinic Operations Manager</a>	<a href="#">Optum</a>	3+ years	Full Time	Colorado Springs, CO
<a href="#">Clinic Operations Supervisor</a>	<a href="#">Optum</a>	3+ years	Full Time	Colorado Springs, CO
<a href="#">Clinic Operations Director</a>	<a href="#">Optum</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Technical &amp; Professional Programs Sup...</a>	<a href="#">Colorado Community College System</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Mental Health Counselor</a>	<a href="#">Colorado Community College System</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Lead Reference and Research Librarian</a>	<a href="#">Colorado Community College System</a>	Open	Full Time	Colorado Springs, CO
<a href="#">DISHWASHER - Weidner Field</a>	<a href="#">Compass Group</a>	Open	Full Time	Colorado Springs, CO
<a href="#">COOK - Weidner Field</a>	<a href="#">Compass Group</a>	Open	Full Time	Colorado Springs, CO
<a href="#">KITCHEN SUPERVISOR - Weidner Field</a>	<a href="#">Compass Group</a>	Open	Full Time	Colorado Springs, CO
<a href="#">SANITARIAN - Weidner Field</a>	<a href="#">Compass Group</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Physician Extender-FNP or PA Deploye...</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Physician Extender-FNP or PA</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Nurse Practitioner - Primary Care/Dep...</a>	★ <a href="#">Spectrum Healthcare Resources</a>	1 to 2 years	Full Time	Peterson Air Force Base, CO
<a href="#">Anesthesiologist - Pain Management</a>	★ <a href="#">Spectrum Healthcare Resources</a>	2+ years	Full Time	Fort Carson, CO
<a href="#">Neurologist</a>	★ <a href="#">Spectrum Healthcare Resources</a>	Open	Full Time	Fort Carson, CO
<a href="#">Advanced Acquisition Analyst</a>	★ <a href="#">Modern Technology Solutions, Inc.</a>	10 to 15 years	Full Time	Colorado Springs, CO
<a href="#">Advanced Scheduler</a>	★ <a href="#">Modern Technology Solutions, Inc.</a>	5 to 8 years	Full Time	Colorado Springs, CO
<a href="#">University - Software Developer</a>	★ <a href="#">Booz Allen Hamilton</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">University - Software Developer</a>	★ <a href="#">Booz Allen Hamilton</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">Senior Budget and Planning Analyst</a>	★ <a href="#">Kratos Space Training &amp; Cyber</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Contracted Direct Care Worker</a>	★ <a href="#">Mosaic</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Security Cooperation Planner -Mid Level</a>	★ <a href="#">Torch Technologies, Inc.</a>	5 to 7 years	Full Time	Colorado Springs, CO
<a href="#">Senior Manager, Systems Engineering</a>	★ <a href="#">Peraton</a>	16+ years	Full Time	Colorado Springs, CO
<a href="#">INSTRUCTOR OPERATOR LEAD</a>	★ <a href="#">Phoenix Logistics, LLC</a>	Open	Full Time	Fort Carson, CO
<a href="#">Satellite Control Network Sustainment...</a>	★ <a href="#">The Aerospace Corporation</a>	12+ years	Full Time	Colorado Springs, CO
<a href="#">Associate Director</a>	★ <a href="#">The Aerospace Corporation</a>	12+ years	Full Time	Chantilly, VA; Colorado Springs, CO
<a href="#">Heavy Equipment Technician - Up to 10...</a>	★ <a href="#">Titan Machinery, Inc.</a>	2+ years	Full Time	Colorado Springs, CO
<a href="#">Case Manager II, Contract Lead</a>	★ <a href="#">Goodwill of Colorado</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Network Engineer - Solutions Architect</a>	★ <a href="#">Intuitive Research and Technology Cor...</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Operations and Facilities Manager</a>	★ <a href="#">Intuitive Research and Technology Cor...</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Bartender - COS</a>	<a href="#">SSP America</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">Restaurant Shift Supervisor - COS</a>	<a href="#">SSP America</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Junior Systems Administrator/Cybersec...</a>	★ <a href="#">Vertex Aerospace LLC</a>	Open	Full Time	Colorado Springs, CO
<a href="#">PHARMACIST</a>	★ <a href="#">BrightSpring Health Services</a>	2 years	Full Time	Colorado Springs, CO
<a href="#">PHARMACY TECHNICIAN - COMPOUNDING- IN...</a>	★ <a href="#">BrightSpring Health Services</a>	1 to 3 years	Full Time	Colorado Springs, CO
<a href="#">Associate Software Engineer (Back-End)</a>	★ <a href="#">Raft</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Associate Software Engineer (Front-End)</a>	★ <a href="#">Raft</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Associate Software Engineer (Full Stack)</a>	★ <a href="#">Raft</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Scrum Master</a>	★ <a href="#">Raft</a>	6+ years	Full Time	Colorado Springs, CO
<a href="#">Senior Software Engineer (Full Stack)</a>	★ <a href="#">Raft</a>	8+ years	Full Time	Colorado Springs, CO
<a href="#">Software Engineer (Back-End)</a>	★ <a href="#">Raft</a>	4+ years	Full Time	Colorado Springs, CO
<a href="#">Software Engineer (Front-End)</a>	★ <a href="#">Raft</a>	4+ years	Full Time	Colorado Springs, CO
<a href="#">Software Engineer (Full Stack)</a>	★ <a href="#">Raft</a>	4+ years	Full Time	Colorado Springs, CO
<a href="#">Technical Writer</a>	★ <a href="#">Raft</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Senior Systems Test and Verification...</a>	★ <a href="#">Peraton</a>	12 to 15 years	Full Time	Colorado Springs, CO
<a href="#">Nurse Practitioner - Primary Care/Dep...</a>	★ <a href="#">Spectrum Healthcare Resources</a>	1 to 2 years	Full Time	United States Air Force Academy, CO
<a href="#">Assistant General Manager Marriott Sp...</a>	★ <a href="#">Highgate Hotels, LP</a>	5 to 6 years	Full Time	Colorado Springs, CO
<a href="#">CAD Technician</a>	★ <a href="#">Tepa, LLC</a>	1 to 3 years	Full Time	Colorado Springs, CO
<a href="#">Model Based Systems Engineer</a>	★ <a href="#">Arcfield</a>	2 to 4 years	Full Time	Colorado Springs, CO
<a href="#">Alternate Terminal Manager</a>	★ <a href="#">Olgoonik</a>	6+ years	Full Time	Colorado Springs, CO
<a href="#">University - Cybersecurity Consultant</a>	★ <a href="#">Booz Allen Hamilton</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">Cybersecurity Engineer</a>	★ <a href="#">Booz Allen Hamilton</a>	8+ years	Full or Part Time	Colorado Springs, CO
<a href="#">Space Stan/Eval Subject Matter Expert</a>	★ <a href="#">LinQuest Corporation</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Human Resources Specialist</a>	★ <a href="#">Cherokee Nation Businesses</a>	5 to 7 years	Full Time	Colorado Springs, CO
<a href="#">QA Engineering Intern - Summer 2024</a>	★ <a href="#">Bal Seal Engineering</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Planning/Program Management Analyst</a>	★ <a href="#">Torch Technologies, Inc.</a>	10+ years	Full Time	Colorado Springs, CO
<a href="#">NP Licensed in WA or CO - Telephonic...</a>	<a href="#">Optum</a>	3+ years	Full or Part Time	Colorado Springs, CO
<a href="#">Program Supervisor</a>	<a href="#">Leisure Care LLC</a>	3+ years	Full Time	Colorado Springs, CO
<a href="#">Driver</a>	<a href="#">Leisure Care LLC</a>	2+ years	Full Time	Colorado Springs, CO
<a href="#">Family Nurse Practitioner or Physicia...</a>	★ <a href="#">One Medical</a>	Open	Full Time	Colorado Springs, CO

<a href="#">Circuit Actions Engineer</a>	★ <a href="#">BlueWater Federal Solutions Inc.</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Assistant Scientist</a>	★ <a href="#">Terracon Consultants, Inc.</a>	4+ years	Full Time	Colorado Springs, CO
<a href="#">Sales Representative</a>	★ <a href="#">TruGreen</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Nurse, Health Screener</a>	★ <a href="#">Quest Diagnostics Incorporated</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">SITEC - Information Technology Specia...</a>	★ <a href="#">Peraton</a>	2 to 5 years	Full Time	Peterson Air Force Base, CO
<a href="#">Construction Manager</a>	★ <a href="#">Johnson Controls, Inc.</a>	3+ years	Full Time	Colorado Springs, CO
<a href="#">Sprinkler Operations Manager</a>	★ <a href="#">Johnson Controls, Inc.</a>	7+ years	Full Time	Colorado Springs, CO
<a href="#">Support Staff Fitness Specialist</a>	★ <a href="#">Corporate Fitness Works</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Group Exercise Instructor</a>	★ <a href="#">Corporate Fitness Works</a>	Open	Full Time	Colorado Springs, CO
<a href="#">IT Service Delivery Manager</a>	★ <a href="#">Leidos Inc</a>	15+ years	Full Time	Colorado Springs, CO
<a href="#">Engineering Specialist/Sr. Engineerin...</a>	★ <a href="#">The Aerospace Corporation</a>	6+ years	Full Time	Chantilly, VA; Colorado Springs, CO;...
<a href="#">Optometry Technician</a>	★ <a href="#">Spectrum Healthcare Resources</a>	1+ years	Full Time	Peterson Air Force Base, CO
<a href="#">Inter-City Fleet Driver/Transporter C...</a>	★ <a href="#">Avis Budget Group</a>	Open	Part Time	Colorado Springs, CO
<a href="#">Personal Banking - Associate Banker</a>	★ <a href="#">NBH Bank</a>	0 to 2 years	Full Time	Colorado Springs, CO
<a href="#">Workplace Experience Coordinator</a>	★ <a href="#">Spectraforce Technologies</a>	1 to 2 years	Full Time	Colorado Springs, CO
<a href="#">Maintenance Tech II</a>	★ <a href="#">Goodwill of Colorado</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Guest Services Rep Part Time-104020</a>	★ <a href="#">Extended Stay America</a>	0 to 1 years	Part Time	Colorado Springs, CO
<a href="#">Maintenance Technician II</a>	★ <a href="#">Elite Line Services (ELS)</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Patient Care Coordinator</a>	★ <a href="#">Optum</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Material Handler/ Forklift Operator</a>	★ <a href="#">Goodwill of Colorado</a>	1 to 2 years	Full Time	Colorado Springs, CO
<a href="#">Insurance Sales Agent - Colorado Spri...</a>	★ <a href="#">The Auto Club Group</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">2024 Communication Architectures Mode...</a>	★ <a href="#">The Aerospace Corporation</a>	Open	Full Time	El Segundo, CA; Colorado Springs, CO
<a href="#">External Engagements Lead</a>	★ <a href="#">The Aerospace Corporation</a>	12+ years	Full Time	Chantilly, VA; Huntsville, AL; Crysta...
<a href="#">Digital Engineer, Senior</a>	★ <a href="#">Booz Allen Hamilton</a>	3+ years	Full or Part Time	El Segundo, CA; Colorado Springs, CO
<a href="#">Digital Engineer, Senior</a>	★ <a href="#">Booz Allen Hamilton</a>	3+ years	Full or Part Time	El Segundo, CA; Colorado Springs, CO
<a href="#">Digital Engineer, Senior</a>	★ <a href="#">Booz Allen Hamilton</a>	3+ years	Full or Part Time	El Segundo, CA; Colorado Springs, CO
<a href="#">WAREHOUSE ATTENDANT - Weidner Field</a>	★ <a href="#">Compass Group</a>	Open	Full Time	Colorado Springs, CO
<a href="#">CHEF MGR - Colorado Springs, CO</a>	★ <a href="#">Compass Group</a>	3+ years	Full Time	Colorado Springs, CO
<a href="#">Highway Roadway EIT/Coordinator</a>	★ <a href="#">HDR, Inc.</a>	Open	Full Time	Denver, CO; Colorado Springs, CO
<a href="#">Operations Manager</a>	★ <a href="#">MV Transportation</a>	1 to 3 years	Full Time	Colorado Springs, CO
<a href="#">General Manager</a>	★ <a href="#">MV Transportation</a>	5 years	Full Time	Colorado Springs, CO
<a href="#">UK Senior Regulatory Stewardship Spec...</a>	★ <a href="#">HB Fuller</a>	5+ years	Full Time	Colorado Springs, CO; Salt Lake City,...
<a href="#">Cybersecurity Intern - Skillbridge</a>	★ <a href="#">ENSCO, Inc.</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Staff Software Engineer - Hybrid Oppo...</a>	★ <a href="#">ENSCO, Inc.</a>	5+ years	Full Time	Colorado Springs, CO
<a href="#">Engineer I</a>	★ <a href="#">Nissha Medical</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Weapon System Evaluation Program Test...</a>	★ <a href="#">USfalcon, Inc.</a>	10+ years	Full Time	Colorado Springs, CO
<a href="#">INTELLIGENCE SPECIALIST - CFT L3 - 3IS2</a>	★ <a href="#">MCSG Technologies</a>	8+ years	Full Time	Colorado Springs, CO
<a href="#">Cisco Network Engineer</a>	★ <a href="#">Scientific Research Corporation</a>	3 years	Full Time	Colorado Springs, CO
<a href="#">Radiologic Technologist &amp; Medical Sup...</a>	★ <a href="#">Concentra, Inc</a>	0 to 1 years	Full Time	Colorado Springs, CO
<a href="#">X Ray Technician Limited Scope &amp; Medi...</a>	★ <a href="#">Concentra, Inc</a>	0 to 1 years	Full Time	Colorado Springs, CO
<a href="#">Senior SATCOM System Analyst/Integrat...</a>	★ <a href="#">LinQuest Corporation</a>	6+ years	Full Time	Colorado Springs, CO
<a href="#">System Administrator</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	15+ years	Full Time	Colorado Springs, CO
<a href="#">System Administrator</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	15+ years	Full Time	Colorado Springs, CO
<a href="#">Software Test Engineer</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	7+ years	Full Time	Colorado Springs, CO
<a href="#">Cybersecurity Specialist</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	7+ years	Full Time	Colorado Springs, CO
<a href="#">Senior C4ISR Software Test Lead</a>	★ <a href="#">Intuitive Research and Technology Cor...</a>	8+ years	Full Time	Colorado Springs, CO
<a href="#">Space Operations Systems Engineer</a>	★ <a href="#">Booz Allen Hamilton</a>	5+ years	Full or Part Time	Colorado Springs, CO
<a href="#">University - Cybersecurity Consultant</a>	★ <a href="#">Booz Allen Hamilton</a>	Open	Full or Part Time	Colorado Springs, CO
<a href="#">Warfighter Engagement / Human Factors...</a>	★ <a href="#">Valkyrie Enterprises Inc.</a>	15+ years	Full Time	Colorado Springs, CO
<a href="#">On Call Fleet Driver/Transporter - PT</a>	★ <a href="#">Avis Budget Group</a>	0 to 11 years	Full or Part Time	Colorado Springs, CO
<a href="#">Server - Cast Member</a>	★ <a href="#">Chuck F Cheese</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Server - Cast Member</a>	★ <a href="#">Chuck F Cheese</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Sales Trainee</a>	★ <a href="#">Red Bull North America</a>	Open	Full Time	Colorado Springs, CO
<a href="#">District Sales Manager</a>	★ <a href="#">Red Bull North America</a>	3+ years	Full Time	Colorado Springs, CO
<a href="#">Commercial Property Field Claim Adjus...</a>	★ <a href="#">American Family Mutual Insurance Company</a>	5+ years	Full Time	Denver, CO; Colorado Springs, CO
<a href="#">Travel Sterile Processing Tech (SPT)...</a>	★ <a href="#">Aya Healthcare, Inc.</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Travel Sterile Processing Tech (SPT)...</a>	★ <a href="#">Aya Healthcare, Inc.</a>	1+ years	Full Time	Colorado Springs, CO
<a href="#">Guest Services Rep Part Time-104020</a>	★ <a href="#">Extended Stay America</a>	0 to 1 years	Part Time	Colorado Springs, CO
<a href="#">Washer</a>	★ <a href="#">Goodwill of Colorado</a>	Open	Full Time	Colorado Springs, CO
<a href="#">Ramp Agent - Colorado Springs (Part-T...</a>	★ <a href="#">Southwest Airlines</a>	Open	Part Time	Colorado Springs, CO
<a href="#">Full Stack Developer</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	13+ years	Full Time	Colorado Springs, CO
<a href="#">Junior Full Stack Developer</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	16+ years	Full Time	Colorado Springs, CO
<a href="#">Full Stack Developer</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	13+ years	Full Time	Colorado Springs, CO
<a href="#">Senior Full Stack Developer</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	16+ years	Full Time	Colorado Springs, CO
<a href="#">SDA Data Fusion Network Engineer</a>	★ <a href="#">Odyssey Systems Consulting Group</a>	4+ years	Full Time	Colorado Springs, CO

[Security Specialist Technician](#)  
[Traveling Security Specialist Technician](#)  
[Fuel / Wash Technician](#)  
[Sales Executive](#)  
[Liaison Analyst, Joint National Train...](#)  
[Senior Hydrogeologist](#)  
[Full Stack Developer III](#)  
[DBA Principal](#)  
[Initial Assistance Representative \(Cl...](#)  
[Senior Project Manager, DBSS](#)  
[Full Stack Developer Advisor](#)  
[Digital Network Exploitation Analyst...](#)  
[Full Stack Developer III](#)  
[Supervisory Contract Specialist \(MSP...](#)

[★ Evergreen Fire and Security](#)  
[★ Evergreen Fire and Security](#)  
[★ Murphy-Hoffman Company](#)  
[★ Spacesaver Corporation](#)  
[★ Corps Solutions](#)  
[★ HDR, Inc.](#)  
[★ FedEx Services](#)  
[★ FedEx Services](#)  
[Internal Revenue Service](#)  
[★ Presidio, Inc.](#)  
[★ FedEx Services](#)  
[National Security Agency](#)  
[★ FedEx Services](#)  
[Internal Revenue Service](#)

Open	Full Time	Colorado Springs, CO
Open	Full Time	Colorado Springs, CO
Open	Full Time	Colorado Springs, CO
Open	Full Time	Colorado Springs, CO
15+ years	Full Time	Colorado Springs, CO
10+ years	Full Time	Denver, CO; Colorado Springs, CO; Dur...
3 years	Full Time	Collierville, TN; Colorado Springs, C...
5 years	Full Time	Collierville, TN; Colorado Springs, C...
1+ years	Full Time	Anchorage, AK; Glendale, AZ; Mesa, AZ...
6+ years	Full Time	Omaha, NE; Rutland, VT; Charleston, W...
4 years	Full Time	Orlando, FL; Colorado Springs, CO; Pl...
2+ years	Full Time	Colorado Springs, CO; Fort Eisenhower...
3 years	Full Time	Orlando, FL; Colorado Springs, CO; Pl...
1+ years	Full Time	Birmingham, AL; Dothan, AL; Florence,...

[View all positions for this Agent](#)



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Current vacancy locations are subject to change and currently include: Cortez, Dumont, Fort Collins, Fort Morgan, Lamar, Limon, Loma, Monument and Trinidad.

#### Qualifications:

- Must be at least 18 years of age to apply.
- A Colorado resident and possess a valid State of Colorado Driver's License.
- High school diploma/GED required.
- Able to work nights and weekends.
- Successful completion of a nine-week training academy.

### PAY & BENEFITS

Compensation is \$4,235 paid monthly. Signing bonus of \$1500 with final offer and \$1500 after one year of employment. Benefits include health and dental insurance paid holidays, retirement plan.



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10<sup>th</sup> edition (#1 for 2024)

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- Inbound Sales Representative / Phoenix, AZ
- Senior Software Engineering / Mission, KS
- Director Content Marketing / Raleigh, NC
- Automotive Technician II / Euless, TX
- Automotive Claims Specialist II / Tolleson, AZ
- Sr Diesel Maintenance Technician / Orlando, FL
- Technical Project Manager / Oklahoma City, OK
- Sales Training Manager RapidScale / Remote USA



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✉ [Peter.Mahmood@coxinc.com](mailto:Peter.Mahmood@coxinc.com) 🌐 [Jobs.CoxEnterprises.com](https://Jobs.CoxEnterprises.com)

\*Sponsorship does not imply Army or DoD endorsement.

**From:** [10 FSS/FSH Transition Assistance Program](#)  
**Subject:** 29 Dec 23 - NEW DirectEmployers Member jobs in your area!  
**Date:** Friday, December 29, 2023 8:03:25 AM

Title	Requisition ID	Company	Location
<a href="#">(USA) Carwash/Gas Attendant</a>	8261_R-1752628	Walmart	CO-Colorado Springs
<a href="#">Survey Technician I</a>	J10096756	AECOM	CO-Colorado Springs
<a href="#">Phlebotomist</a>	R-223192	CSL Plasma	CO-Colorado Springs
<a href="#">Plasma Processing Technician</a>	R-223194	CSL Plasma	CO-Colorado Springs
<a href="#">Plasma Processing Technician</a>	R-223196	CSL Plasma	CO-Colorado Springs
<a href="#">Phlebotomist</a>	R-223191	CSL Plasma	CO-Colorado Springs
<a href="#">Customer Service - Donor Support Technician</a>	R-223169	CSL Plasma	CO-Colorado Springs
<a href="#">Customer Service - Donor Support Technician</a>	R-223171	CSL Plasma	CO-Colorado Springs
<a href="#">Customer Service - Donor Support Technician</a>	R-223184	CSL Plasma	CO-Colorado Springs
<a href="#">Customer Service - Donor Support Technician</a>	R-223170	CSL Plasma	CO-Colorado Springs
<a href="#">Plasma Processing Technician</a>	R-223195	CSL Plasma	CO-Colorado Springs
<a href="#">Phlebotomist</a>	R-223190	CSL Plasma	CO-Colorado Springs
<a href="#">Machine Builder/Electrical Assembler For Second Shift Pay Up To \$22/hour.</a>	JP-004222416	Aerotek	CO-Colorado Springs
<a href="#">HIRING ASSEMBLERS 22\$/HR</a>	JP-004222417	Aerotek	CO-Colorado Springs
<a href="#">Shift Lead</a>	1327578BR	Walgreens	CO-COLORADO SPRINGS
<a href="#">Security Site Supervisor - Unarmed</a>	2023-1144332	Allied Universal	CO-Colorado Springs
<a href="#">Security Officer - Flex</a>	2023-	Allied Universal	CO-Colorado

	1144258		Springs
<a href="#">Security Guard- Weekends</a>	2023-1143872	Allied Universal	CO-Colorado Springs
<a href="#">Assembling</a>	8996875	Kelly Services	CO-Colorado Springs
<a href="#">Sr Spec, Electrical Engineer - RF - Colorado Springs CO</a>	2280	L3Harris	CO-Colorado Springs
<a href="#">Security Support (Document Custodian)</a>	4930	L3Harris	CO-Colorado Springs
<a href="#">Sales, Account Executive, Philips ECG Solutions (North Houston)</a>	513258	Philips	CO-Colorado Springs
<a href="#">Physician Assistant or Nurse Practitioner - Endocrinology - Colorado Springs</a>	170280	UCHealth	CO-Colorado Springs
<a href="#">Emergency Services Technician EMT</a>	173790	UCHealth	CO-Colorado Springs
<a href="#">RN Fellowship Mother Baby Unit</a>	173293	UCHealth	CO-COLORADO SPRINGS
<a href="#">Radiology X-Ray Technologist</a>	174550	UCHealth	CO-Colorado Springs
<a href="#">Program Administrative Support</a>	173800	UCHealth	CO-Colorado Springs
<a href="#">Patient Care Assistant Full Time Days</a>	173240	UCHealth	CO-Colorado Springs
<a href="#">Radiology X-Ray Technologist</a>	174562	UCHealth	CO-Colorado Springs
<a href="#">Clinical Audiologist - Colorado Springs</a>	172747	UCHealth	CO-Colorado Springs
<a href="#">Patient Care Assistant Full Time Nights</a>	174252	UCHealth	CO-Colorado Springs
<a href="#">Medical Assistant</a>	172552	UCHealth	CO-COLORADO SPRINGS
<a href="#">Physical Therapist I</a>	173017	UCHealth	CO-Colorado Springs
<a href="#">Echocardiographer - FT - Flex</a>	174500	UCHealth	CO-COLORADO SPRINGS
<a href="#">Echocardiographer - FT - Flex</a>	174489	UCHealth	CO-COLORADO

			SPRINGS
<a href="#">RN Dialysis-Renal</a>	174450	UCHealth	CO-COLORADO SPRINGS
<a href="#">Travel Nurse - Nights - L&amp;D</a>	174454	UCHealth	CO-COLORADO SPRINGS
<a href="#">Patient Care Assistant Full Time Nights</a>	173270	UCHealth	CO-Colorado Springs
<a href="#">Estimator</a>	JP-004222683	Actalent	CO-Colorado Springs
<a href="#">ASSISTANT STORE MANAGER</a>	577366BR	Family Dollar	CO-Colorado Springs
<a href="#">ASSISTANT STORE MANAGER</a>	577367BR	Family Dollar	CO-Colorado Springs
<a href="#">Registered Nurse GI Lab PRN</a>	74177	CommonSpirit Health Mountain Region	CO-Colorado Springs
<a href="#">Unit Manager Skilled Nursing</a>	72200	CommonSpirit Health Mountain Region	CO-Colorado Springs
<a href="#">Registered Nurse Post Partum</a>	72779	CommonSpirit Health Mountain Region	CO-Colorado Springs
<a href="#">Facilities Mechanical Design Engineer IRES - SSFB</a>	ADV0007ZN	Jacobs	CO-Colorado Springs
<a href="#">Network Operations Center Manager IRES - SSFB</a>	ADV0007ZY	Jacobs	CO-Colorado Springs
<a href="#">Warehouse Supervisor</a>	REQ-21072	Ace Hardware	CO-Colorado Springs
<a href="#">Cook II</a>	P27-950855-2	Sodexo	CO-COLORADO SPRINGS
<a href="#">DIR, DINING SERVICES I</a>	1264155	Compass Group, North America	CO-Colorado Springs
<a href="#">CONCESSION COOK - Weidner Field</a>	1263644	Compass Group, North America	CO-Colorado Springs
<a href="#">Shift Support Security Officer \$18HR</a>	136905	Securitas Security Services USA, Inc.	CO-Colorado Springs
<a href="#">Security Officer Part-Time Swing Shift \$16.22HR</a>	136906	Securitas Security Services USA, Inc.	CO-Colorado Springs



**From:** [HR](#)  
**Subject:** [Non-DoD Source] El Paso County Employment Opportunities - 01/08/24  
**Date:** Monday, January 8, 2024 9:10:16 AM  
**Attachments:** [image003.png](#)  
[Employment Opportunities 1-8-24.xlsx](#)



Attached are all of the current employment opportunities with El Paso County. Below is a list of the **new** jobs posted:

Posted Externally Open to Internal and External Applicants				
Job #	Job Title	Advertise From	Advertise To	Department
2400006	Maintenance HVAC Technician	1/5/2024	1/21/2024	Facilities and Strategic Infrastructure Management
2400008	Building Maintenance Technician II	1/5/2024	1/21/2024	Facilities and Strategic Infrastructure Management
2400011	Community Service Specialist	1/6/2024	1/21/2024	Sheriff's Office
2400013	Access Control Officer Security	1/6/2024	1/21/2024	Sheriff's Office
2400018	Community Corrections Administrative Technician - Part Time	1/6/2024	1/21/2024	Justice Services
2400014	Administrative Technician - Veteran Services	1/8/2024	1/22/2024	Justice Services - Veteran Services
2400017	Public Health Data and Analytics Program Manager	1/8/2024	1/22/2024	Public Health
2400010	Fire Fighter	1/6/2024	1/28/2024	Sheriff's Office
2400007	Surveyor III	1/5/2024	Continuous	Department of Public Works - Engineering
2400009	Children, Youth & Family Services Social Caseworker - Practice	1/6/2024	Continuous	Department of Human Services
Posted Internally Open to Internal Applicants only				
2300425	Criminalist	1/6/2024	1/8/2024	Sheriff's Office
2400016	Deputy Coroner III - Death Scene Investigator	1/5/2024	1/9/2024	Coroner's Office
EPSO 2024-01	Arrest Control Instructor (Ancillary)	1/6/2024	1/14/2024	Sheriff's Office
2400012	Communications Shift Supervisor	1/6/2024	1/21/2024	Sheriff's Office

Online applications are accepted through the following sites:

- **External Postings** are available to both external and internal applicants and can be viewed on our external job posting site: <https://www.governmentjobs.com/careers/EIPasoCountyCo>
- **Internal Postings** are only available to internal applicants and can be viewed on the Employee Portal accessed through MyApps: <https://myapps.microsoft.com/>

Questions? Contact **Human Resources**  
**Email:** [HR@elpasoco.com](mailto:HR@elpasoco.com)  
**Phone:** 719-520-7486

**From:** [HB](#)  
**Subject:** [Non-DoD Source] El Paso County Employment Opportunities - 01/11/24  
**Date:** Thursday, January 11, 2024 8:23:49 AM  
**Attachments:** [image003.png](#)  
[Employment Opportunities 1-11-24.xlsx](#)



Attached are all of the current employment opportunities with El Paso County. Below is a list of the **new** jobs posted:

Posted Externally				
Open to Internal and External Applicants				
Job #	Job Title	Advertise From	Advertise To	Department
2400020	Senior Workforce Development Specialist	1/9/2024	1/15/2024	Pikes Peak Workforce Center
2400019	Assistant County Attorney/Senior Assistant County Attorney - Civil Division	1/9/2024	1/23/2024	County Attorney's Office
2400021	Response Mental Health Clinician	1/10/2024	1/24/2024	Sheriff's Office
2400023	Safety Specialist	1/10/2024	1/31/2024	Human Resources
Posted Internally				
Open to Internal Applicants only				
EPSO 2024-02	Deputy Sheriff (Certified) - Patrol Training Officer (PTO) (Ancillary)	1/10/2024	1/24/2024	Sheriff's Office
EPSO 2024-03	Deputy Sheriff - Court Services (Full-Time)	1/10/2024	1/28/2024	Sheriff's Office

Online applications are accepted through the following sites:

- **External Postings** are available to both external and internal applicants and can be viewed on our external job posting site: <https://www.governmentjobs.com/careers/ElPasoCountyCo>
- **Internal Postings** are only available to internal applicants and can be viewed on the Employee Portal accessed through MyApps: <https://myapps.microsoft.com/>

Questions? Contact **Human Resources**  
**Email:** [HR@elpasoco.com](mailto:HR@elpasoco.com)  
**Phone:** 719-520-7486



Openings as of 1/12/2024

***Special Education Paraeducator***

JobID: 4757

**Position Type:**

Support Staff/Special Education Paraeducator

[Email To A Friend](#)

[Print Version](#)

**Date Posted:**

1/9/2024

**Location:**

Fountain Middle School

**Date Available:**

ASAP

**Closing Date:**

Until Filled

**Preferred Minimum Qualifications:**

1. High school graduate or equivalent.
2. Associates Degree or 48 semester hours or ACT certified - **(Required)**
3. Obtain First Aid/CPR training.
4. Ability to lift 50 pounds.
5. Ability and willingness to take directions.
6. Ability and willingness to meet the needs of students.
7. Excellent references including attendance and punctuality.

**Job Goals:**

Assist student(s) with a wide variety of needs by providing any combination of the following: individualized academic, behavioral, functional life skills and/or social-emotional instruction; medical/health care, feeding and/or hygiene supports; and student assistance with learning, mobility, emotional regulation, health care, and/or communication.

**Essential Job Functions:**

1. Assist students by instructing and reinforcing academic subjects, social-emotional-behavioral learning content, independence, and community access/job skills.
2. Assist teacher by providing support to students so that they may fully participate in class activities, including reinforcing skills and lesson plans, adapting/modifying work, monitoring and enforcing social and acceptable behavior, and/or administering testing or assessments.
3. Implement and/or support specialized instruction, accommodations, modifications, and routines as outlined by professional staff and/or each child's Individualized Education Plan (IEP), or related Behavior Intervention Plan.
4. Provide direct care to or assist students with needs related to diapering/toileting,

feeding/eating, dressing, mobility, and generally accessing the educational environment.

5. Prepare classroom or learning environment with needed supplies and materials, support file maintenance and necessary record keeping.
6. Communicate directly with students, families, and professional staff in a courteous and confidential manner and clearly communicate observations, information, and data regarding students to professional staff objectively and in a timely manner.
7. Monitor and/or supervise students to and from classroom and/or buses, on field trips, on playground, in health room, and/or during other activities.
8. Attend in-services, building meetings, training, and/or school functions required by the position and/or location (Mandt, CPR, small vehicle, medical delegation, etc.).
9. Provide behavior prevention and intervention support, which may include physical intervention.
10. Prepare and administer medication under the supervision of the RN after delegation.
11. Administer first aid and/or CPR to ill or injured students following the guidelines from the State of Colorado.
12. Provide care to students as outlined in an Individualized Health Care Plan.
13. Obtain and document student data as needed (IEP goal progress, behavioral events, observational data, medical vital signs, etc.) after training.
14. Demonstrate flexibility when specific tasks of job are adjusted to meet building or district-level needs.
15. Perform other duties as assigned.

**Technical Skills, Knowledge & Abilities:**

1. Oral and written communication skills.
2. Interpersonal skills.
3. English language skills.
4. Bilingual oral and written communication skills preferred.
5. Mathematical skills including basic calculations and application of math concepts.
6. Personal computer and keyboarding skills.
7. Customer service and public relations skills and professionalism.
8. Critical thinking and problem solving skills.
9. Ability to maintain confidentiality in all aspects of the job.
10. Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
11. Ability to work with students with diverse backgrounds and abilities.
12. Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.

**Tools and Equipment:**

Wheelchairs, bus lifts, office equipment, audio-visual equipment, occupational/physical therapy equipment, medical equipment. All tools and equipment may not be listed.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color



vision, peripheral vision, depth perception, and ability to adjust focus. This position may require the ability to provide physical intervention to students in danger of harming them self or others.

**Salary:**

Special Education Paraeducators are on the Classified Salary Schedule.

- FFC8 allows new hires to bring in up to 8 years of previous experience in similar school type settings.
- Please understand that new hires tend to start out at the lower end of the salary range.

Salary Schedule

**Benefits:**

Fountain-Fort Carson School District # 8 provides medical, dental, vision, chiropractic, life, long-term disability, accidental death & dismemberment insurances, and paid time off benefits. There are district and employee contributions to some or most of these benefits.

**Employment Period:**

187 days per year - 7 or 7.5 Hour Work Day

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.

# SALESFORCE MILITARY

We get active military, veterans, and military spouses the classes, certifications, and support they need for successful tech careers!

## HOW IT WORKS

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## WHO IT'S FOR

Active duty, reserve/Guard, veterans, and current military spouses located in the U.S., U.K., Canada, Australia, and New Zealand.

## HOW LONG IT TAKES

Depending on how much time you can invest, certifications take from one to six months.

## PAID VIRTUAL FELLOWSHIPS

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## AUTOMATIC INTERVIEWS

[Salesforce Talent Alliance](#) is a pipeline to help military spouses with Salesforce certifications get hired by our partners.

VISIT [SALESFORCE](#) TODAY!

OR

EMAIL [DAVID ANDERSON](#) AT

[davidanderson@salesforce.com](mailto:davidanderson@salesforce.com)

**AVERAGE STARTING SALARY:**

**\$87K**



## **Position Title:** GLOBAL SALES MANAGER LUXURY & LIFESTYLE SALES (REMOTE)

**Position Overview:** The Global Sales Manager will manage global luxury and lifestyle travel agency accounts and develop new business opportunities to drive market share growth and premium business to Hyatt's portfolio of hotels. This Manager will support and work in tandem with the LLL team, and internal and external stakeholders to support, create and implement strategic account plans that deliver on the organization's sales strategy, short-term and long-term strategic objectives as well as tactics/initiatives for our Global Luxury, Lifestyle and Leisure Accounts.

### **Responsibilities:**

- Manage both group and transient travel for your accounts and support Global Sales Director accounts.
- Developing and nurturing long-term strategic global relationships with a focus on shifting market share and driving premium business and new customers to our portfolio of brands.
- Create, maintain, and record strategic account/action plans for each account that will include quota targets, customer engagement, key tactics to grow account revenue globally, annual & quarterly account reviews, promotions, and B2B marketing opportunities.
- Support worldwide hotel sales needs based on agreed priorities and anticipated business levels.
- Work closely with Hyatt Sales Force (HSF) colleagues to retain and expand the HSF's Key accounts.

- Pre-qualify and target Key Accounts in assigned segments, utilizing analytics tools and prospecting strategies to develop appropriate and effective sales solicitation strategies to increase market share.

**Requirements:**

- A minimum of 5 years of experience in sales, preferably in the luxury and lifestyle segment and the travel agency market.
- A proven track record of achieving sales targets and growing market share.
- Comprehensive knowledge of hotels and sales practices
- Excellent communication, negotiation, and presentation skills.
- A strong customer focus and relationship-building and customer service skills
- A high level of professionalism, integrity, and ethics.

**Preferences:**

- Bachelor's degree
- Comprehensive knowledge of Hotels and Sales Practices
- MS Office, Lanyon, Reserve, Opera, Oracle, and Envision
- Sales and/or operations roles in all-inclusive, Luxury, full-service, and select-service properties

**Application Guidance:** Click [here](#) to view and apply for this role.

**Position Title:** SENIOR PRODUCT MANAGER, ANCILLARY EXPERIENCES (REMOTE)

**Position Overview:** Hyatt seeks an enthusiastic Senior Product Manager to join our Digital Product team where you'll be part of a team of product managers who are passionate about driving new revenue opportunities through personalization, AI-driven marketing solutions, and collaboration with teams across both Commercial Services and Hotel Operations. This role is instrumental in continuing to make Hyatt a leading hospitality company. You will be part of a team that is passionate about diversity, equity, and inclusion, committed to nurturing curiosity and new skills and building connections across the organization with stakeholders, colleagues, and guests.

**Responsibilities:**

- Develop a deep understanding of the life cycle of guests.



- Help create and execute a strategy to drive growth in direct revenue, member acquisition/retention, and other strategic KPIs.
- Responsible for working with hotels to streamline operations and define a feedback loop for stakeholder insights.
- Define, maintain, and execute the product roadmap.
- Communicate effectively across the organization.
- Coordinate with engineering, UX teams, vendor partners, hotels, and marketing to deliver on roadmap priorities.

**Requirements:**

- 5+ years of experience in product management in the data, D2C, and marketing/merchandising space
- Technical acumen and ability to understand technical concepts (APIs, ETL, service-oriented architecture, etc.)
- Ability to build relationships with stakeholders from various functions

**Preferences:**

- Bachelor's or master's degree in science or technical related field
- Experience defining and building a dashboard for business insights
- Experience working with APIs and other service layer technology
- Experience with personalization or other AI-based services

**Application Guidance:** Click [here](#) to view and apply for this role.



U.S. Small Business  
Administration

U.S. Small Business Administration has an immediate need to fill multiple Contract Specialist roles through the two job postings listed below in the following locations:

San Diego, CA  
Denver, CO  
Washington, DC  
Atlanta, GA  
Charlotte, NC  
Houston, TX  
San Antonio, TX  
Herndon, VA

### **Contract Specialist**

<https://www.usajobs.gov/job/767364700>

**Pay scale & grade** – GS 13

**Salary** – \$98,496 - \$128,043 per year

**Open to** Federal Employee's in the Competitive Service; Individuals with Disabilities, Families of Overseas Employees, Military Spouses, Peace Corps & AmeriCorps Vista, Veterans, Career Transition Applicants and Land Management Applicants.

**Open & closing dates** – 12/22/2023 to 01/05/2024

The Contract Specialist is responsible for cradle-to-grave contracting for a variety of supply, service, and minor construction efforts primarily for acquisitions above and below the simplified purchase threshold.

### **Contract Specialist**

<https://www.usajobs.gov/job/767365600>

**Pay scale & grade** – GS 13

**Salary** – \$98,496 - \$128,043 per year

**Open to The Public**

**Open & closing dates** – 12/22/2023 to 01/08/2024

The Contract Specialist is responsible for cradle-to-grave contracting for a variety of supply, service, and minor construction efforts primarily for acquisitions above and below the simplified purchase threshold.



Click [here](#) for full vacancy details and to apply

**Position Title:** Contracts Administrator

**Position Overview:** This position supports the contracting functions of the company by administering contracts and subcontracts, including associated financial tracking/reporting, assisting with pricing, and ensuring contracts are supported. This position uses a growth mindset to assist in developing functions and systems to enhance organizational responsiveness and productivity.

**Responsibilities:**

- Administers federal government contracts and subcontracts in compliance with DFARS/FARS including subcontracts, contract modifications, and task orders
- Prepares and issues formal communication with teammates and other external stakeholders including Letter Agreements, Non-Disclosure Agreements, and Teaming Agreements
- Sets up contracts in system ensuring all contract data elements are accurately and consistently entered; assigns applicable job codes
- Compiles and maintains all required contractual records and documents in accordance with contract requirements and company policies and procedures
- Tracks actual expenditures, incurred costs, and commitments
- Prepares invoices for review and submission
- Creates and analyzes monthly, quarterly, and annual reports to ensure appropriate allocation of cost
- Assists company leadership to develop pricing strategies for new or existing businesses

**Qualifications, Knowledge, and Skill Required:**

- Bachelor's Degree
- 3-5 years of cross-functional experience in contracts, finance, program administration, or related technical operational discipline
- Knowledge of contract types including T&M, Cost-plus, and Firm-Fixed-Price, as well as applicability and limitations, along with an understanding of direct and indirect cost elements
- Knowledge of DFARS/FARS and applicable laws and regulations affecting federal government contractors
- Strong ability to analyze problems and recommend solutions
- Ability to communicate effectively both orally and in writing
- Proficiency in MS Office specifically Excel, Word, and PowerPoint programs as well as Adobe
- Must be authorized to work in the U.S.



**Title:** [Chief Executive Assistant](#)

**Location:** Fully Remote

**Point of Contact:** Michelle Penczak at [Penczak-michelle@gosquaredaway.com](mailto:Penczak-michelle@gosquaredaway.com)

## Fully Remote Chief Executive Assistant

Working in this elite position is not for the faint of heart. It demands a level of dedication and perseverance that is unmatched. Every day presents new challenges that require not only dedication to completion but an unwavering commitment to excellence.

We serve the highest echelons of clients and that necessitates a work ethic that goes beyond the ordinary, constantly raising the bar while staying committed to our company pillars.

The road to success in this role is paved with intensive effort, continuous learning, and a relentless pursuit of perfection.

It's an environment where mediocrity has no place, where only the most resilient thrive. The reward for such relentless dedication is the satisfaction of supporting clients at the pinnacle of their endeavors, knowing that your contribution plays an integral role in their success.

This is not a role that can be half-assed. This is a role that requires focus, dedication, and commitment to our previously developed processes.

Cheers to the future!

<3 Michelle

## Role Specifics


[Squared Away](#) is looking for a Chief Executive Assistant to work with our team. This person will work to support the daily operations of the clients they are matched with. We are fully remote and work U.S.-based time zones. *Please note that we have recently received a large volume of applicants, therefore, application responses and hiring timelines may be delayed.*

**All applicants must be able to commit to at least 20 working hours per-week, between the hours of 9:00 am - 5:00 pm in U.S.-timezones.** Please ensure you review our list of states (below) to ensure you are eligible to apply.

We are looking for applicants who will be able to start within approximately 1-month of their application submission date.

### Non-Registered States (States We Do Not Employ In)

- We do not accept applications from employees in the following states or employ individuals in these states. Current employees undergoing a relocation will not be impacted. This is for new applicants only.



## SQUARED AWAY


- If you are currently located in, claim residency in, or plan to PCS/relocate to one of these states, you will not be eligible for employment with Squared Away.
  - California
  - Connecticut
  - Delaware
  - Idaho
  - Maine
  - Massachusetts
  - Nebraska
  - New Hampshire
  - New Jersey
  - North Dakota
  - Rhode Island
  - South Dakota
  - Utah
  - Vermont
  - Wyoming
- We also do not employ individuals who claim U.S. Territories as their home of record or their location of residency - American Samoa, Guam, Puerto Rico, U.S. Virgin Islands, etc. If you are stationed in one of these locations due to military obligations, you must have an active U.S. residency within one of the states we employ.

### **Overseas and Japan-based Applicants:**

- We **do** hire candidates who are stationed overseas (including Japan). Japan-based business hours are rare. We guarantee U.S.-based business hours (9:00 am - 5:00 pm EST, CST, MST or PST). For those based in Japan and similar locations, we welcome you to apply if you are willing to commit to U.S.-based business hours (working overnights from Japan).
- Working from Japan or a similar overseas location is only permitted if you are on Government (PCS) orders.
- From Japan or a similar location, you will work part-time from approximately 11:00 pm - 7:00 am local time (WST). The 1-hour response time and 3-hour completion time for all Squared Away Chief Executive Assistants does apply for those working U.S.-based business hours from Japan.
- If you are based in Europe or a nearby location, you should anticipate and be able to commit to working EST or CST U.S.-based business hours.
- Your **home of record (U.S. Address) cannot be one of the previously listed states**, as we do not employ individuals in those states.

### **Position:**

The ideal candidate is a proactive individual with excellent organizational skills, strong attention to detail, and the ability to communicate effectively in written and verbal communications.



## SQUARED AWAY

- **Proactively assist clients** - Proactively plan for any situation that clients may face. This includes scheduling conflicts, project management, event planning, day-to-day operations management, and keeping the client's best interests in mind with all tasks.
- **Relationship building** - Professionally build a relationship with clients and present a professional background on video calls. Working relationships with clients are built firmly on trust, and demonstrating excellent interpersonal skills is vital.
- **Email management** - Actively manage email communications for the client.
- **Coordinate scheduling** - Set up meetings based on cross-functional availability for internal and external clients. Familiar with various calendar scheduling methods and platforms.
- **Facilitate executive-level operations** - Book travel, submit expense reports, and send communications for the client as needed. Assist Venture Capital firms and entrepreneurs in fundraising, lead generation, pitch deck review, and more.

### Requirements:

- Must be available to work in any U.S. timezone.
- Minimum of 1-year experience in an administrative setting.
- Minimum of 1-year assistant experience is preferred. Bonus points for those with prior experience as Virtual Assistants or remote Chief Executive Assistant.
- An Associates Degree or higher is preferred for internal promotion opportunities. A high school diploma is a minimum requirement for applicants.
- Experience in the following programs preferred: Slack, Google Drive, Microsoft Excel, Salesforce, Canva/Mailchimp, and Quickbooks.
- Embodies our four pillars: Over-communication, extreme attention to detail/proactivity, thinking outside the box, and being a team player.
- Has a fully functioning mobile phone and computer (laptop or desktop). This cannot be a Chromebook or tablet of any kind, as many of our client platforms are not supported on these pieces of technology.

### Compensation:

This is a W-2 role. Our team receives 55% of our client plans which equates to \$22/hour pre-tax for all plan levels (15 hours/month up to 160 hours/month).

- This role is a part-time position with the potential to move closer to full-time. It will take, at minimum, a few months to get closer to full-time status.
- After 2 years with Squared Away, employees receive an increase to Tier 2 which is \$27/hour pre-tax, and after 4 years with Squared Away, employees receive an increase to Tier 3, which is \$32/hour pre-tax. This is applicable to all plan levels (15 hours/month up to 160 hours/month).

### Company Culture:

- Learn more about our team and our culture on [Instagram](#), [Twitter](#), [LinkedIn](#), and [Facebook](#).





**SQUARED  
AWAY**

- Teammates can take advantage of a flexible work environment with a community-like atmosphere. To have a better idea of when our team is most active, our team is generally online with their clients between 9:00 am - 5:00 pm in U.S.-timezones.

**About Squared Away:**

We exist to make work better by letting our clients focus solely on what matters. We are our client's trusted assistants. This entire journey started because Michelle, our CEO & Co-Founder, couldn't get a job due to her being a military spouse. Constantly changing bases meant being in a different city at a moment's notice. Everywhere she went, she met others with the same story. Highly educated, ready to work, struggling to find a job, Military Spouses.

That's when Squared Away was born. To empower Military Spouses to have meaningful opportunities, be our client's trusted assistant, and work from anywhere.

Today, we work with some of the best companies, teams, and Venture Capital firms in the world in addition to top executives and freelancers.

We aren't Virtual Assistants, we are Chief Executive Assistants who are our client's most trusted team members. We are our client's right hand. We anticipate our client's needs and are proactive vs. reactive. This is why most Virtual Assistants or automated robot assistants don't work.

We work with our team in high-growth and scaling businesses. We help our clients make growth happen by making sure they can focus on the things that matter: growth and people.

Sure, we might do things that an assistant would do. Travel, meetings, research, etc. Except, we do it better, and we do a lot more than that.

Our team is a family, we base our work on four pillars: Over-communication, Extreme Attention to Detail/Proactivity, Thinking Outside of the Box, and Being a Team Player.

**This application is for a W-2 position.**



## SUN COMMUNITIES, INC.

Sun Communities is hiring for multiple roles in multiple locations. Please see below for opportunities.

For more Sun Communities please review the company's career website at:

<https://careers.suncommunities.com/>

<b>Title</b>	<b>Req Number</b>	<b>Location</b>	<b>Application Mechanism</b>
Marketing Assistant	129025	Remote within US	<a href="https://careers.suncommunities.com/job/Southfield-Marketing-Assistant-Part-Time-MI/1111644300/">https://careers.suncommunities.com/job/Southfield-Marketing-Assistant-Part-Time-MI/1111644300/</a>
Network Administrator	128859	Remote within US	<a href="https://careers.suncommunities.com/job/Southfield-Network-Administrator-MI/1096882800/">https://careers.suncommunities.com/job/Southfield-Network-Administrator-MI/1096882800/</a>
Team Leader, Enterprise Systems	128600	Remote within US	<a href="https://careers.suncommunities.com/job/Southfield-Team-Leader%2C-Enterprise-Systems-MI/1079992900/">https://careers.suncommunities.com/job/Southfield-Team-Leader%2C-Enterprise-Systems-MI/1079992900/</a>
Community Manager	128938	Pflugerville, TX	<a href="https://careers.suncommunities.com/job/Pflugerville-Community-Manager-TX-78660/1102820000/">https://careers.suncommunities.com/job/Pflugerville-Community-Manager-TX-78660/1102820000/</a>
RV Resort General Manager	128864	Casa Grande, AZ	<a href="https://careers.suncommunities.com/SunOutdoors/job/Casa-Grande-RV-Resort-General-Manager-AZ/1097552800/">https://careers.suncommunities.com/SunOutdoors/job/Casa-Grande-RV-Resort-General-Manager-AZ/1097552800/</a>

# PARENT/FAMILY CNA PROGRAM



## Family-Centered Home Health

If your loved one qualifies for CNA care, you may be eligible to attend our CNA course, become certified at no additional cost to you, and earn a living taking care of them.

### BENEFITS OF BECOMING A CNA



Ensure your loved one is cared for safely, appropriately and with your personal touch



A reliable way to have health care assistance in the home that provides an income to your family



Having consistent care for your loved one at home creates a stable living environment

### ARE YOU INTERESTED IN BECOMING A CNA?

- CNA school is fully paid for with no binding contract or repayment clause for qualifying candidates
- Full Health insurance coverage offered for employees that work +30 hours weekly
- Overtime options available

**Please contact your local Team Select office for more information!**

### CONTACT TEAM SELECT

#### Team Select Home Care | Colorado Springs

1125 Kelly Johnson Blvd., Suite 301  
Colorado Springs, Colorado 80920

Phone: (719) 277-6697  
Fax: (719) 277-6694

[www.tshc.com](http://www.tshc.com)

Team Select Home Care is a Medicare Certified Agency

If you speak any language other than English, language services are available to you free of charge.

Spanish: ATENCION: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.

Vietnamese: CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn.

Team Select Home Care will not discriminate against the patient or employee on the basis of race, color, religion, national origin, sex, sexual preference, pregnancy, gender identity, disability, age, genetic information, political belief, veteran status, diagnosis/infectious disease, marital status, gender expression (including transgender), citizenship status or any other status protected by federal, state, or local laws, or whether the patient has an Advanced Directive.

### YOUR LOVED ONE MAY QUALIFY FOR CNA CARE IF



They have chronic diagnosis/care needs



Hands-on assistance is required to safely complete activities of daily living such as bathing, dressing, feeding, grooming, toileting/incontinence care, transfers or repositioning



All requirements of care are met as defined in the Pediatric Assessment Tool (PAT)

### FAMILY NAVIGATOR

Your personal guide throughout care:



Empathetic support every step of the way



An advocate for your loved one



Provides assistance and acts as an educational resource



# Continuing Education

**Team Select**  
Home Care

Proudly provided through Team Select's Tuition Assistance Programs & Continuing Education initiative

## Continuing Education Program

Team Select is excited to offer an educational program for all clinicians who meet their roles' full-time requirements. Clinicians, both in the field and in administrative positions, who are seeking continuing education with future, job-related coursework, are eligible for up to \$1,000 each year.

### Approved Coursework

- Undergraduate or graduate coursework may be conducted through in-person, online, or hybrid learning.
- Coursework must contribute value to the clinician's current job/role. Courses that cover topics offered through existing platforms, such as Relias, will not be approved.
- Basic coursework that is required for licensure and patient care, such as CPR certifications, will not be approved.
- Course pre-approval required.

### Ongoing Employment

Eligibility and acceptance into the Continuing Education Program does not guarantee ongoing employment, advancement, salary increase, or a new/different job assignment.



Contact us to learn more today!



#### Boulder/Broomfield

11001 W 120th Ave, Suite 140  
Broomfield, CO 80021-3494

Phone: (720) 547-9203  
Fax: (720) 547-9202

#### Denver/Aurora

3025 S. Parker Road, Suite 930  
Aurora, CO 80014

Phone: (720) 577-1804  
Fax: (720) 577-1803

#### Colorado Springs

1125 Kelly Johnson Blvd., Suite 251  
Colorado Springs, CO 80920

Phone: (719) 277-6697  
Fax: (719) 277-6694

#### Loveland

3855 Precision Drive, Suite 150  
Loveland, CO 80538

Phone: (970) 206-8289  
Fax: (970) 797-1896

#### Pueblo

1407 Fortino Blvd.  
Pueblo, CO 81008

Phone: (719) 292-1231  
Fax: (719) 292-1230



[www.tshc.com](http://www.tshc.com)

[TAPandCE@tshc.com](mailto:TAPandCE@tshc.com)



# New Graduate Tuition Reimbursement Program



Proudly provided through Team Select's Tuition Assistance Programs & Continuing Education initiative

For new graduates of Licensed Practical Nursing and Registered Nursing programs, Team Select is prepared to offer up to \$5,250 in direct tuition reimbursement, per LPN or RN, per year of employment.\*

## Eligibility requirements for this program include:

1. Graduation from an accredited LPN or RN program after January 1, 2021
2. Current/active student loans from completed nursing program
3. Current/active license with the state Board of Nursing
4. Eligibility for employment at Team Select based on company employment requirements
5. Passing scores on all competency and evaluation assessments
6. Minimum of 130 direct patient care hours worked each calendar month to be eligible for monthly tuition reimbursement of up to \$5,250 per year



\*\*\$437.50, each month, tax free

\*Through December 31, 2025, unless extended under Section 127 of the IRS

\*\*A graduate typically has a 6-month grace period to begin loan repayment. Tuition Reimbursement monthly payments offered at the start of the active loan repayment. Earlier payments may be made so long as no penalty is incurred.



Contact our team for more information and ongoing eligibility details!

## Ongoing Program Eligibility:

New Graduate Tuition Reimbursement payments are made to eligible employees monthly, tax-free, as part of their regularly scheduled pay. Eligibility requirements are therefore assessed monthly by the Program Administrator to ensure compliance with ongoing benefit eligibility requirements, including hourly work requirements. Non-compliance with program requirements will result in potential loss of scheduled monthly Tuition Reimbursement amount and will be reviewed on a case-by-case basis with the Program Administrator and People Services Department, as needed.

### Boulder/Broomfield

11001 W 120th Ave, Suite 140  
Broomfield, CO 80021-3494  
Phone: (720) 547-9203  
Fax: (720) 547-9202

### Denver/Aurora

3025 S. Parker Road, Suite 930  
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Phone: (720) 577-1804  
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1407 Fortino Blvd.  
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Phone: (719) 292-1231  
Fax: (719) 292-1230



[www.tshc.com](http://www.tshc.com)

[TAPandCE@tshc.com](mailto:TAPandCE@tshc.com)

# Vacancy Details

- [APPLY TO THIS VACANCY](#)
- [VIEW ELIGIBILITY QUESTIONS](#)
- [VIEW VACANCY QUESTIONS](#)
- [EMAIL TO A FRIEND](#)
- [PRINT VACANCY](#)

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- [Duties](#)
- [Qualifications & Evaluations](#)
- [Benefits & Other Info](#)
- [How to Apply](#)

## About

**Announcement Number:** FM-2024-0001  
**Hiring Agency:** U.S. Department of State  
**Position Title:** Foreign Service Facility Manager  
**Open Period:** 01/03/2024 - 01/30/2024  
Format MM/DD/YYYY  
**Series/Grade:** FP - 1640 04  
**Salary:** USD \$79,974 - USD \$158,097 /Per Year  
**Work Schedule:** Full-time - Full-Time  
**Promotion Potential:** FP-FPMC

**Duty Location(s):**  
in  
Department of State Posts - Overseas and Domestic, US

MA

**Telework Eligible:** No

**For More Info:**  FMVacancyInfo  
 000-000-0000  
 FMVacancyInfo@state.gov

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** Must be a U.S. citizen. Applicants may only apply for this position ONCE in a 365 day period. If a State Department Suitability Review Panel has denied your suitability in the last two years, you may not apply. Applicants should read the entire announcement to ensure that they meet all requirements and understand a Foreign Service career.

[Note: Candidates who were denied Diplomatic Security Special Agent (SA) positions based on SA requirements may apply for non-DS positions.]

**Security Clearance Required:** Top Secret

**Appointment Type:** Permanent

**Appointment Type Details:** Permanent after tenure granted by a Foreign Service Specialist (FSS) Tenure Board.

**Marketing:** [About the Agency](#)

**Summary:** The U.S. Department of State is developing a rank-ordered list of eligible hires for a limited number of Foreign Service Facility Manager positions. Visit <https://careers.state.gov/obo> for more information on a career with the Bureau of Overseas Building Operations (OBO).

[Joining the Foreign Service is more than just salary.](#) Refer to the Benefits section for more information on total compensation.

This is a 6217 Foreign Service position equivalent to the 1640 CS Series.

**Supervisory Position:** Yes

**Relocation Expenses:** Yes

**Reimbursed:** After completing orientation and initial training in Washington, D.C., a Foreign Service Specialist is usually assigned to two overseas tours, each two years in length, directed by the Department. After the initial two tours, assignments will be for periods of one to three years overseas or in the United States.

**Travel Required:** Occasional Travel





A Foreign Service Facility Manager generally spends the majority of his/her career assigned to the Department of State's overseas missions, and at times, lives away from extended family and/or in hardship conditions.

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## Duties

**Facility Managers** (FMs) are the professional facilities, technical, and operations experts at U.S. diplomatic missions around the world. Assigned to more than 200 worldwide locations, FMs support the Bureau of Overseas Buildings Operations (OBO) mission to provide safe, secure, functional, and resilient facilities abroad. FMs are responsible for the management and maintenance of U.S. government assets within accepted U.S. industry standards. They deliver a wide range of building-related services, manage physical resources such as critical building systems, and direct operations in office and residential properties. FMs are key members of the Management teams at our Embassies and Consulates, leading large and diverse teams of engineers, technicians, and tradespersons. FMs may be assigned as Regional Facility Managers with responsibilities for FM program activities in several countries.

### The duties of this position include:

#### Facility Operation and Maintenance and Asset Management

- Coordinates facility management activities supervising American and Locally Employed professional, technical, and trade staff with a variety of skill levels and diverse backgrounds.
- Develops annual maintenance work plan, preventative maintenance plan and schedules.
- Oversees operation, maintenance, repairs, schedules, and modifications of the physical plant, physical structures and grounds.
- Develops comprehensive preventative maintenance and repair programs and schedules to include maintenance and repair resource estimates.
- Initiates and assists with contract development, drafts scopes of work and oversees contractor performance. Serves as the Contracting Officer Representative (COR) for Facilities-related contractors.
- Institutes maintenance policy, determines facility condition indexes, performs annual facility condition surveys, and performs annual inspection surveys.
- Ensures physical maintenance of security systems.
- Manages energy resources by monitoring and improving post energy use. Ensures utilities availability.
- Maintains real property inventory and ensures that the computerized maintenance management system is accurate. Monitors performance metrics.
- Monitors building automation systems such as complex HVAC systems and load build-up in chillers and generators.

#### Management of the Facility Management Office and Strategic Planning

- Performs FM-related long-range planning, maintains post's mission requirements/master plan, establishes performance goals and objectives, analyzes and advocates for resources.
- Manages project development, designs, and oversees construction work.
- Oversees prioritization of work and establishment of work schedules.
- Plans Facility budget, allocates funds and manages sustainment, restoration, and modernization funds.
- Manages customer service, monitors performance standards, institutes quality control procedures, and oversees customer surveys. Supports U.S. Direct Hire (USDH) tenants from other agencies.
- Analyzes facility management data to track effectiveness of FM program using key performance metrics, and demonstrates that maintenance funds and assets are efficiently used.
- Develops staffing plans, writes position requests and position descriptions, trains and mentors staff, prepares employee evaluations, and participates in hiring and separating of staff.
- Prepares written reports and other documents and delivers briefings.
- Conducts space planning and management.
- Contributes to real estate decisions.

#### Safety Management

- Serves as the safety officer and oversees safety training to ensure safe work practices.



- Reports, reviews, and investigates mishaps.
- Manages the continuous fire prevention program.
- Performs safety certifications of leased properties.
- Supports emergency preparedness and prepares emergency contingency plans.
- Manages environmental controls and abatements and proper handling of HAZMAT.
- Oversees testing of post water and ambient air quality.
- Ensures CDC and EPA cleaning and disinfecting guidance is followed.

**FMs are considered “essential personnel” and are on call to provide services 24 hours a day, seven days a week.**

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## Qualifications and Evaluations

**Requirements:** A Foreign Service Facility Manager (FM) in the Bureau of Overseas Buildings Operations (OBO) manages the operations and maintenance of the Department of State's real property assets abroad.

A Facility Manager must adhere to the highest standards of integrity, dependability, attention to detail, teamwork, and cooperation while accepting the need to travel, to live overseas, and when necessary, to live away from family.

- Key Requirements:**
- Be a U.S. citizen and accept assignments based on the needs of the FS.\*
  - Be able to obtain a Top Secret Security Clearance.
  - Be able to the minimum medical qualification standard.
  - Be able to obtain a favorable Suitability Review Panel determination.\*\*
  - Be at least 20 years old to apply; at least 21 years old to be appointed.
  - Be appointed prior to age 60 (preference eligible veterans excepted).\*\*\*

**Education Requirements:** At the time of application, applicants **MUST** have one of the following:

1. Bachelor's degree in any major **and** three years of Specialized Experience in the last 10 years; **or**
2. Master's degree or higher in any major **and** two years Specialized Experience in the last 10 years; **or**
3. Bachelor's degree or higher in Facility Management/Facilities Engineering (does not require Specialized Experience).

Part-time work experience will be prorated.

You **must** submit a copy of your university transcript(s) with your application. **If you do not submit this documentation to demonstrate your educational achievements, your candidacy will not continue.**

Official or unofficial transcripts may be submitted with your application. Your transcript must include your name, the school's name, and the degree and date awarded. A transcript missing pages or any of these elements will not pass minimum qualifications and the candidacy will not continue. Copies of diplomas may not be submitted in lieu of transcripts.

Education from a program or institution within the United States must be accredited at the time of completion by an accrediting institution recognized by the U.S. Department of Education, <http://ope.ed.gov/accreditation>, in order to be credited towards qualifications.

Education completed in foreign high schools, colleges or universities may be used to meet the education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying, submitted in addition to your foreign university transcript. Only accredited organizations recognized as specializing in the interpretation of foreign education credentials that are members of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE) are accepted. If documentation from an accredited organization is not provided, your candidacy will not continue.

NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm)

AICE: [www.aice-eval.org/members](http://www.aice-eval.org/members)

For further information on the evaluation of foreign education, please refer to the Office of Personnel Management and the U.S. Department of Education. The U.S. Department of State neither endorses nor recommends any individual evaluation service.



**Evaluations:** Candidates will be evaluated based on how well they meet the qualifications above. Review will include experience, education, awards, training, and self-development as it relates to the position. Part-time work experience will be prorated. Selection for this position will be made only from among candidates possessing the best qualifications.

**Qualifications:** Specialized Experience demonstrates that the applicant has acquired, and is able to apply, a combination of specific knowledge, skills and abilities appropriate to this Foreign Service position. All such experience **MUST** have been performed **within the last 10 years**. For the minimum required years of Specialized Experience necessary relative to the highest level of completed education, please see the Education Requirements section. To qualify as Specialized Experience, the duties **MUST** have a combination of the components listed below for **at least 60%** of the work duties. Part-time work experience will be prorated.

1. Facility Management: Managing facility operations and maintenance activities at commercial office and/or residential apartment buildings and/or inventory of multiple properties to include grounds. Planning maintenance activities. Developing and overseeing preventative and non-preventative maintenance and repair programs.
2. Project Management: Initiating, planning, executing, and monitoring projects such as construction, renovation, rehabilitation and/or maintenance and repair projects.
3. Contract Management: Drafting scopes of work and specifications, managing contracts and monitoring contractor performance.
4. Supervision and Talent Management: Supervising and leading teams of three or more staff in facility management, facility engineering, engineering in general, architectural design, construction, or project management. Assigning work and setting goals, justifying position requests, writing position descriptions, hiring, training and evaluating.
5. Resource Management: Advocating for resources, preparing budget estimates and plans, and managing budgets.
6. Management and Technical: Versed in technical/engineering operations and facilities management best practices. Working knowledge of building systems and equipment to include Building Automation Systems. Working with projects that require specialized knowledge of engineering drawings and design. Familiarity with safety, physical security, environmental safety and health practices and procedures. Working knowledge of Computerized Maintenance Management Systems (CMMS) and project management software.

#### **Knowledge, Skills, and Other Characteristics**

1. Knowledge of facility maintenance management planning, safety and physical security practices and procedures, environmental safety and health practices and procedures, acquisition and contracting procedures to include service contracts, contractor performance and statements of work, basic facility accounting, computer applications, facility management fundamentals, physical plant operations, and technical expertise, knowledge of physical plant operation, building structures, and grounds, architectural and engineering drawings, facility condition inspection, EEO policies, construction methods, human resources/talent management policies, building codes, facility warranty process, machines and tools, cost analysis, and principles of real property inventory and methods. Familiarity with design applications such as CAD is desirable.
2. Specialized skills in customer service; being adaptable and resilient; leadership; interpersonal relationships; active listening; project management; time management; working with others with diverse backgrounds; motivating employees and others; managing laterally and upward; resource management; building relationships; critical thinking; leading a multinational workgroup; risk analysis; self-development; formulating cost and planning estimates; personnel evaluating and interviewing; computer technology; writing statements of work; architectural and engineering drawings; managing installation; data analysis; and negotiation.
3. General skills in persuasion, mathematics, monitoring, social perceptiveness, coordination, service orientation, management of financial resources, learning strategies, instructing, operations analysis, management of personnel resources, active learning, management of material resources, complex problem identification, equipment selection, science, negotiation, systems evaluation, judgment and decision making, systems analysis, quality control analysis; operation monitoring, operation and control, troubleshooting, installation, equipment maintenance, technology and design, and repairing.
4. Superior oral and written communication skills: in order to perform the duties of an FM, successful applicants must consistently meet a high standard for English, both written (overall structure as well as grammar, spelling and punctuation) and spoken (overall structure as well as delivery, clarity and succinctness).
5. Other requirements: cross-cultural interest, tolerance of travel, tolerance of working overseas, tolerance of varying work environments, worldwide availability, tolerance of living away from family, continuous learning, attention to detail, dependability, accountability, integrity and willing to perform other duties.

#### **Essential Physical Requirements:**

Some of the essential functions of the Facility Management job have a physically demanding component. In the execution of the duties and tasks listed above, Facility Managers **MUST** have:

1. Mental Endurance: Ability to maintain attention for extended periods or work long hours.
2. Speaking: Ability to speak clearly enough so others will understand, including speaking to groups.
3. Mobility: Ability to walk moderate distances, climb stairs, or access workstations and vehicles.
4. Climbing: Ability to climb stairs, ladders, and other inclines.
5. Vision: Ability to see objects that are near, far, or at night.
6. Tolerance for Extreme Environmental Conditions: Ability to tolerate heat, cold, noise, or pollution.
7. Hearing: Ability to hear speech or other sounds, possibly including sufficient sensitivity to hear sounds of low volume or in noisy environments.
8. Physical Endurance: Ability to perform movements repeatedly or continually, possibly including the ability to stand for extended periods or take frequent extended trips by plane or car.
9. Crawling: Ability to crawl under, around, or over objects.
10. Torso Flexibility: Ability to bend, stretch, stoop, twist, or reach.
11. Strength: Ability to lift, push, pull, carry, climb ladders, or balance.
12. Dexterity: Ability to manipulate small objects with hands or fingers.

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Agency Benefits:** [Agency Benefits](#)

Benefits include health and medical coverage, federal retirement benefits, and paid leave. Overseas benefits include tax-free housing overseas, tax-free education allowance for dependent children between K-12 overseas, and an unrivaled opportunity to see the world and experience different cultures.

The salary listed comes from the Foreign Service Overseas pay scale at the low end and the Washington D.C. pay scale at the high end. For information on Foreign Service salary, visit <https://careers.state.gov/faqs/faqs-wiki/foreign-service-salary-matching-pay-tables-danger-pay-overseas-moving-expenses-and-taxes>.

**Other Information:** **\*EMPLOYMENT ELIGIBILITY VERIFICATION PROGRAM (E-Verify)** – Verification of employment eligibility in the United States is required.

U.S. law requires organizations to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This agency utilizes E-Verify to compare information from the Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) records to confirm employment eligibility. If the employee's information does not match DHS and/or SSA records, the employee is given an opportunity to resolve the problem. If eligibility cannot be verified, employment will be terminated.

\*\*The Department of State Suitability Review Panel and standards are defined in Chapter 3 of the Foreign Affairs Manual. For more information please visit: <https://fam.state.gov/>.

\*\*\*For more information about Veteran's Preference and how it is applied in the selection process, please visit: <https://careers.state.gov/faqs/items/vets-hiring-preference/>

No applicant will be considered who has previously been separated from the Foreign Service under sections §607, §608, §610 or §611 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu of separation under these provisions. In addition, no applicant will be considered who has previously been separated for failure to receive a career appointment under section §306 of the Foreign Service Act of 1980, as amended, or who resigned or retired in lieu thereof.

A Foreign Service Specialist separated for failure to receive a career appointment under section 306 may not re-apply to be a Foreign Service Specialist in the same skill code, but may apply for another skill code, or, to be a Foreign Service Generalist.

Executive Branch agencies are barred by 5 US Code 3303 as amended from accepting or considering prohibited political recommendations, and are required to return any prohibited political recommendations to sender. In addition, as mandated by 5 US Code 3110, relatives of federal employees cannot be granted preference in competing for these employment opportunities.

It is the policy of the Federal Government to treat all employees with dignity and respect and to provide a workplace that is free from discrimination whether discrimination is based on race, color, religion, sex (including gender identity or pregnancy), national origin, disability, political affiliation, marital status, membership in an employee organization, age, sexual orientation, or other non-merit factors.

The Department of State provides reasonable accommodation to qualified candidates with disabilities. Procedures vary by test type, and all candidates must request reasonable accommodations in advance. See [here](#) for more information.

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## How to Apply

**How to Apply:** Application packages must be complete, submitted, and received by the closing date/time to be considered. **There are no exceptions.**

1. From this Vacancy Announcement, click on "Apply." Go to the USAJobs Login screen to use an existing account, or follow the link and instructions to create a new account.
2. Follow the USAJobs Application Process and provide the required USAJobs federal online resume.
3. USAJobs will automatically connect to the State Department online application site, Monster Government Service (MGS). Follow the instructions and answer the online questions. The Accomplishments Questionnaire and Statement of Interest responses must be completed in the online application. Progress can be saved and edited on USAJobs at any time prior to the deadline.
4. Upload all required documentation. PDF documents are strongly recommended. Illegible documents are not accepted.
5. After attaching all required supporting documentation, answering all required application questions, and completing the application steps, review your entire application, including submitted documents.
6. Confirm and submit your application package, which will be used to evaluate your qualifications for this position.

**The application submission deadline is 11:59 p.m. Eastern Time on the closing date of this announcement. It is the responsibility of the applicant to ensure all required documents are submitted and the application is complete before the closing deadline. Any missing required documents or incomplete applications will result in your application not being considered further. There are no exceptions.**

Submit your application early and verify that all required documents are attached. Changes can be made until the closing date of the announcement.

**If you experience technical difficulties with the application process**, please contact the **Monster Help Desk** by calling 1-866-656-6830 or, email [MGSHelp@monster.com](mailto:MGSHelp@monster.com). The Monster Help Desk is available Monday through Friday, 7 a.m. to 7 p.m. Eastern Time.

For more information on Foreign Service Specialist hiring processes, visit <https://careers.state.gov/career-paths/foreign-service/specialist/fss-selection-process/>. For questions regarding Foreign Service careers, please visit our [Careers](#) website.

**Required Documents:** It is the responsibility of the applicant to ensure all required documents are uploaded and the application is complete before the closing deadline of this announcement. **Missing documents or incomplete applications will result in the discontinuation of your candidacy.**

1. Résumé from USAJobs Résumé Builder, which is the **only** résumé format that is accepted for this Vacancy Announcement.
2. Complete online application including the required Accomplishments Questionnaire and Statement of Interest narratives in the online application.
3. All required supporting documentation, including proof of educational achievements, certifications, professional licenses, or completed forms as required in this Vacancy Announcement. PDF documents are strongly recommended; illegible documents will not be accepted.
4. Veteran's Preference documentation for applicants aged 60 to 64. If claiming a 5 pt. Veteran's Preference, you must submit a copy of your DD-214 or Certification of service at the time of your application. If claiming a 10 pt. Veteran's Preference, you must submit your VA letter and SF-15, in addition to your DD-214 or Certification of service at the time of your application. A Certification must be from the armed forces certifying the service member is expected to be discharged or released from active duty under honorable conditions within 120 days after the Certification is submitted by the applicant and should include military service dates, date of expected discharge or release, and character of service and disability rating, if applicable.

### Accomplishments Questionnaire and Statement of Interest

These required questions provide an opportunity to describe examples and accomplishments from your education, life, and/or work experience that demonstrate your qualifications for becoming a Foreign Service Specialist. Examples can be drawn from any part of your professional, school, or other personal experience. Each response allows for up to 2,000 characters (approximately 300 words). Compose your replies clearly and carefully. **Answers to ALL of the items in the Accomplishments Questionnaire and Statement of Interest are required and must be fully complete, or your candidacy will not continue.**



1. Substantive Knowledge: Using your knowledge of facility management, give what you consider to be the best example of a situation where you found a solution to a practical facility management problem. Indicate the nature of the problem, who was affected by the problem and in what way, and the results or benefits of your solution.
2. Intellectual Skills: Describe a time when you had to analyze a complex facility management-related situation and make a quick decision. What process did you follow for making the decision, and what might you have done better?
3. Interpersonal Skills: Provide an example that demonstrates you are good at working with others in difficult situations. What exactly did you do that shows you have this skill?
4. Communication Skills: Describe a situation in which you used your communication skills to describe a technical issue to a non-technical audience. How did you translate the technical concepts to laypersons so they would understand without "dumbing it down"?
5. Managerial Skills: Facility Managers are required to manage projects, demonstrating the ability to plan and organize, set priorities, employ a systematic approach, and allocate time and resources efficiently. Describe a project that you managed and how you demonstrated these skills to achieve the project's goals.
6. Leadership Skills: Describe a time when you identified a serious problem involving facility management services that required immediate action where you had to exhibit leadership to motivate and guide others to solve the problem. What leadership principles did you use?

**Required narrative Statement of Interest which discusses your:**

- Motivation for joining the Foreign Service.
- Relevant work experience, including any unique strengths not described elsewhere such as special skills (e.g. computer), current licenses, certifications, honors, awards, special accomplishments, and/or training (with date completed) relating to this position.
- Experience living or working in a multicultural environment, whether overseas or in the United States.

**Next Steps:** After the close of the announcement, the application status in USAJobs will say "Reviewing Applications." **This status on USAJobs will not be updated further.** Click on "Track this application" for more information. Applicants will be notified by e-mail from the U.S. Department of State about the outcome of the initial application review and if they will be further considered for this Foreign Service position. We recommend adding the Department of State domain (@state.gov) as an approved sender.

Due to the high volume of applications, we ask all applicants to remain patient and await communication. It is not uncommon for several months to pass before you are informed of the results of your applications.

The Department will invite candidates who pass the qualifications evaluation process to participate in the Virtual Foreign Service Specialist Assessment. For more information, please visit our Frequently Asked Questions page at <https://careers.state.gov/faqs>.

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Questions, Comments, or Feedback can be directed to [mgshejp@monster.com](mailto:mgshejp@monster.com)

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**\*Police Officer**

Closes 1/15/2024

**Command Action Group Support Specialist**

Closes 1/15/2024

**Contracting Officer Space Acquisition  
and Integration Office**

Closes 1/15/2024

**Maintenance Mechanic**

Closes 1/15/2024

**Unit Program Coordinator**

Closes 1/16/2024

**\*Cook (CYS) NA-06**

Closes 1/16/2024

**\*Store Associate**

Closes 1/16/2024

**Intelligence Specialist (Operations Support)**

Closes 1/16/2024

**Supervisory Pharmacy Technician**

Closes 1/16/2024

**Supervisory Medical Records Administrator**

Closes 1/16/2024

**Animal Health Assistant (Developmental)  
NF-02/NF-03**

Closes 1/16/2024

**Medical Support Assistant**

**(Office Automation)**

Closes 1/16/2024

**Human Resources Assistant (Human  
Resource Development / Delivery)**

Closes 1/17/2024

**Recreation Assistant  
(Lead Lifeguard) NF-02**

Closes 1/17/2024

**Cemetery Caretaker**

Closes 1/18/2024

**Kinesiotherapist**

Closes 1/19/2024

**Dental Hygienist**

Closes 1/19/2024

**Transportation Security Specialist**

Closes 1/19/2024

**Interdisciplinary**

Closes 1/19/2024

**Inventory Management Specialist**

Closes 1/19/2024

**Click on the job title to access the announcement.**

**Search results link for local positions.**

**\*Indicates a Fort Carson Installation Management Command position**

# CAREER OPPORTUNITIES FOR TRANSITIONING VETERANS & RESERVE MILITARY MEMBERS

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## Current Opportunities at VirtForce

### Accounts Receivable Specialist

Job Requisition #: 12122023

**Compensation Details:** 1099 Role, 60 hours per month averaging 12-15 hours weekly for the 2<sup>nd</sup> and 3<sup>rd</sup> weeks and 15-20 hours weekly the 1<sup>st</sup> and 4<sup>th</sup> weeks. The compensation range for qualified candidates is anticipated to be \$34-38 p/h. The final offer will be dependent upon experience.

**Hours & Locations:** Remote CONUS, with EST/CST/MST preferred time zones. **A quiet office is required for scheduled meetings/phone calls, which can be expected approximately 50% of the time.** Location Exclusions: Washington, California, Ohio, North Dakota, and Wyoming.

**About the Role:** VirtForce's Employment Partner is looking to hire an Accounts Receivable Specialist to join their remote team. The accounts receivable specialist supports a meticulous financial system by managing cash influx and collecting payments from clients. As an Accounts Receivable specialist, you will process, track, and record payments in an accurate, efficient, and timely manner. The accounts receivable specialist will have both a day-to-day and ongoing impact on financial transactions, keeping the company on track, on time, and on good terms with valued partners.

The ideal candidate will be a self-starter who is deadline-driven and detail-oriented. You have a natural eye to spot things out of place before they come to completion and are seen as positive and personable with the ability to handle work that is analytical, evaluative, and advisory in nature.

### **About the Company:**

VirtForce's Employment Partner is a crypto and Bitcoin ASIC store and has been in the mining business since 2017. This company was founded by two small town North Dakota based pioneers with a dream to see fiat obsolete and Bitcoin become the true, most prevalent financial instrument.

Their mission is to provide guidance into a revolutionary transition of financial independence through cryptocurrency while providing a way everyone can learn, get involved, and grow the future of finance.

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*



## **Role & Responsibilities**

- Create and maintain financial and business transactions including invoicing, reconciliation, and tracking.
- Ensure the company receives payments for services and notify the CEO/CFO of any missed payments or discrepancies.
- Ensure that the correct amounts are collected in a timely manner.
- Consider the need for new or changed controls.
- Project accounting data to support proposed plans on investments, income, cash position, and overall financial condition.
- Support accounting team with reporting, taxes, and transaction detail as needed.
- Additional Financial Admin tasks as needed.

## **Day-to-Day Duties**

- Support the company in optimizing our financial transactions and systems by performing reconciliation of payments and customer accounts.
- Secure payment by verifying and posting receipts and resolving any discrepancies.
- Perform administrative and clerical tasks, such as data entry, preparing invoices, sending reminders, saving paperwork, and contacting clients to discuss their accounts as needed.
- Analyze the effects of transactions upon account relationships. Including any overage/underage of accounts.
- Evaluate alternative means of treating transactions.

## **Requirements**

- 4+ years of experience in accounts receivable and/or bookkeeping, emphasis is placed on those with experience invoicing, reconciling, and managing the accounts of 100+ clients. Bachelor's degree in accounting or a related field
- 2 years of QuickBooks and Google Suite experience. Experience with Kraken, Authorize.net, or similar software required.
- Knowledge of multiple payment options including, Wire Transfer, ACH (receipt and draw), Crypto/Bitcoin, and USDT.
- Attention to detail with excellent verbal and written communication.
- Proven understanding of basic accounting principles and SFAS rules
- Patient, self-motivated and collaborative with an analytical and problem-solving mentality.
- Support the company in optimizing our financial transactions and systems by performing reconciliation of payments and customer accounts

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*



### **Tech Requirements:**

- Strong Computer Skills are a must! Experience with a Mac a plus!
- Must possess reliable high-speed internet connection minimum speed of 25Mbps  
Minimum upload speed of 5 Mbps.

**Application Link:** <https://jobs.virtforce.us/job/ars/>

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*





## Marketing Specialist

Job Requisition #: 12142023

### **About the Organization:**

VirtForce's Employment Partner is a non-profit organization dedicated to supporting the growth of the emerging ag industry of bamboo farming in Florida. As the leading resource for bamboo crop farmers in Florida, they achieved remarkable achievements in their first year, including 65 member entities, funded research, USDA eligibility for disaster relief, and a successful inaugural annual meeting. With a vision to help the bamboo farming industry grow to be healthy, competitive, and successful, this organization is poised for further success.

### **About the Role:**

VirtForce's Employment Partner is currently seeking a talented and motivated Marketing Specialist to join their team. Reporting directly to the President, you will play a pivotal role in maintaining and updating the association's WordPress-based website. In addition, you will craft compelling digital content copy for various communications channels and offer support in areas such as membership, finances, and annual meeting planning. Initially, this position requires 15-20 hours per month, with potential growth in hours and responsibilities.

The ideal candidate should have at least 2 years of marketing experience and a background in social media management. Join this great non-profit organization and be part of an exciting new industry with immense potential!

### **Compensation:**

\$20/hour; 1099 position

### **Hours & Location:**

15 – 20 hours/month; no quiet office hours are required for this position; Remote CONUS and OCONUS Friendly

### **Job Responsibilities:**

- Update the organization's website with preexisting news, blog, and other various content using WordPress.
- Create, review, and edit copy to be used for internal and external communications such as press releases, social media platforms, and emails to members.
- Provide administrative support to association directors.
- Plan and support the execution of annual meetings.

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*





- Advise the leadership team on how to integrate information into organizational marketing strategies, policies, or activities.

### **Requirements:**

- Minimum of 1 year of experience utilizing WordPress or other similar websites
- Minimum of 2 years of experience in marketing with knowledge of promotion, marketing strategies, and tactics
- Proven experience in social media management with platforms such as LinkedIn.
- Proven experience in creating, reviewing, and editing copy for various communication channels, including press releases, social media platforms, digital newsletters, and emails.
- Strong attention to detail and the ability to ensure accuracy and consistency in written content.
- Creativity, adaptability, and strong interpersonal skills.
- Proactive, self-directed, and results-oriented, with excellent time management skills.
- Ability to handle multiple projects simultaneously, set priorities, and meet deadlines.
- Willingness to learn and adapt to new technologies and tools.

### **Technology Requirements:**

- Desktop or laptop computer
- Must possess reliable high-speed internet connection with a minimum speed of 25 Mbps and a minimum upload speed of 5 Mbps

**Application Link:** <https://jobs.virtforce.us/job/marketing-specialist-2/>

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*



## Virtual Assistant

Job Requisition #: 12132023

### **About the Organization:**

VirtForce's Employment Partner is a veteran-led nonprofit providing training, education, advocacy, mentorship, and service to veterans and their families in the areas of mental wellness and suicide prevention.

### **About the Role:**

VirtForce's Employment Partner is looking for a highly motivated and talented Virtual Assistant to join their team. You will report directly to the President and play a crucial role in planning and documenting organizational operations and initiatives. You will also interact with clients and provide intake and referral services. This position requires 10-15 hours per week, after a two-month training period of 20-30 hours per week. There is potential for increased responsibilities over time as you grow with the organization.

Join this special organization and be a part of an important mission to support military veterans and their families.

### **Compensation:**

\$15-20/hour depending on experience; 1099 position

### **Hours & Location:**

20-30 hours/week as training for first 2 months, then 10-15 hours/week regularly with up to 40 hours/week during annual events typically occurring in June and September.

Remote CONUS and OCONUS Friendly; preference for candidates with the ability to work in Eastern Time (ET) time zone.

This role will require quiet office hours during scheduled meetings with team and while interacting with clients, approximately 50% of the time.

### **Job Responsibilities:**

- Provide comprehensive administrative support with tasks such as email and calendar management
- Establish internal processes for programs and initiatives
- Create and manage organization spreadsheets

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*



- Utilize CRMs for documenting organizational activities
- Write copy, review, and edit digital content to include digital newsletters
- Scheduling and researching potential guests for a YouTube channel
- Serve as administrator of special committees within the organization
- Assist with annual event planning
- Complete intake and referral services for clients
- Advise the leadership team on how to integrate information into organizational strategies, policies, or activities

### **Requirements:**

- Background or experience in the military community
- Minimum of 1 year of experience as a virtual assistant with email management and calendar support
- Minimum of 1 year of experience using G Suite, MS Suite, Teams, or similar programs
- Experience in writing and editing compelling digital copy for social media and email campaigns
- Proven experience using CRM software
- Excellent communication skills, both written and verbal
- Proactive, self-directed, and results-oriented, with the ability to independently plan and execute projects
- Strong time management skills, capable of handling multiple projects simultaneously, setting priorities, and meeting deadlines
- Willingness to learn and adapt to new technologies and tools
- Experience with intake and referral services *preferred*
- Experience with donor support operations *preferred*

### **Technology Requirements:**

- Desktop or laptop computer
- Must possess reliable high-speed internet connection with a minimum speed of 25 Mbps and a minimum upload speed of 5 Mbps

**Application Link:** <https://jobs.virtforce.us/job/vcv-va/>

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## Bilingual Customer Service Representative, Spanish/English

Job Requisition #: 12072023

### Company Summary

Taking care of our customers, our communities, and each other. That's the Travelers Promise. By honoring this commitment, we have maintained our reputation as one of the best property casualty insurers in the industry for over 160 years. Join us to discover a culture that is rooted in innovation and thrives on collaboration. Imagine loving what you do and where you do it.

### Job Description Summary

By handling inbound calls from our existing customers, our Bilingual Customer Service Representative can build and maintain effective relationships with our customers and provide support to those who need it most. This role may assist customers and agents with quotes, policy inquiries and changes, address insurance billing questions or handle inquiries on technical support. This rewarding opportunity is not the only perk: access to great benefits, collaborative work environments, plus job growth and development all contribute to a fulfilling career with Travelers.

*Preferred Time Zone Central, Mountain, Pacific*

### Schedule Details and Location

Don't miss our next opportunity - Currently accepting applications for:

- February 12th Start date – Schedule is 7:00 a.m. – 4:00 p.m. Pacific Time/ 9:00 am- 6:00 pm CT
- February 26th Start date – Schedule is 7:00 a.m. – 4:00 p.m. Pacific Time/ 9:00 am -6:00 pm CT

Training – We invest in your future!

- The first 12 weeks consists of paid, on-the-job training (Monday-Friday) to prepare you for success in your Customer Service role.
- Following training, the schedule will remain the same (Monday-Friday, 7:00 a.m. – 4:00 p.m. Pacific Time) and you will support rotating weekends which consists of a Saturday every 5/6 weeks

***This position is being offered as a remote/work-from-home opportunity for military spouses and veterans referred by VirtForce, however, the listing does mention the Spokane offices.***

You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.



***This position will remain WFH for VirtForce members. Remember to note that you are a VirtForce member in your cover letter, resume, and in your interviews!***

### **Pay Details:**

- This position offers a starting base salary of \$41,000.
- Eligible for Full Benefits on Day One of employment.

As part of the hiring process, this position requires the completion of an online pre-employment assessment. Further information regarding the assessment including an accommodation process, if needed, will be provided at such time as your candidacy is deemed appropriate for further consideration.

### **Primary Job Duties & Responsibilities**

- Based on customer situation, provide policy options such as additional deductible, basic coverages and discounts in Spanish and English.
- Responds to customers/agents requests for quotes or changes to existing policies in Spanish and English.
- Reviews cancellations and reinstatements and makes appropriate decisions to resolve with guidance.
- Resolves service-related complaints and complex calls (Spanish and English) with guidance from others on more complex calls.
- Assist customers with simple intent calls in Spanish and English.
- Acts as online billing systems and agency portal website expert to provide proactive agency and customer support in Spanish and English.
- Identifies new business opportunities driven by customer/agent request where appropriate, which includes both coverage and product. New business requests will be transferred as appropriate.
- Ensures current and complete documentation of account notes in English.
- Other duties as assigned
- Perform other duties as assigned.

### **Job Specific Technical Skills & Competencies**

- Some college *preferred*.
- Prior insurance and/or call center experience *a plus*.
- Resident Property and Casualty or Personal Lines Insurance License *preferred*.
- Solid math and analytical skills.
- Strong keyboard skills and system navigation experience.
- Able to meet quality and customer experience expectations.
- Ability to diffuse and assist irate callers.
- Exceptional oral and written communication, keyboard, and system navigation skills.

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*



- Problem solving and decision making: Good decision-making skills to handle requests, resolve issues and develop risk based on company guidelines.
- Seeks assistance on non-routine matters
- Ability to successfully complete training by meeting expectations for assessments, knowledge checks and applying content.

### **Minimum Qualifications**

- High school diploma or GED.
- Previous customer service experience.
- Fluent in Spanish language required.

### ***What Is in It for You?***

- **Health Insurance:** Employees and their eligible family members – including spouses, domestic partners, and children – are eligible for coverage from the first day of employment.
- **Retirement:** Travelers matches your 401(k) contributions dollar-for-dollar up to your first 5% of eligible pay, subject to an annual maximum. If you have student loan debt, you can enroll in the Paying it Forward Savings Program. When you make a payment toward your student loan, Travelers will make an annual contribution into your 401(k) account. You are also eligible for a Pension Plan that is 100% funded by Travelers.
- **Paid Time Off:** Start your career at Travelers with a minimum of 20 days Paid Time Off annually, plus nine paid company Holidays.
- **Wellness Program:** The Travelers wellness program is comprised of tools and resources that empower you to achieve your wellness goals. In addition, our Life Balance program provides access to professional counseling services, life coaching, and other resources to support your daily life needs. Through Life Balance, you're eligible for five free counseling sessions with a licensed therapist.
- **Volunteer Encouragement:** We have a deep commitment to the communities we serve and encourage our employees to get involved. Travelers has a Matching Gift and Volunteer Rewards program that enables you to give back to the charity of your choice.

**Application Link:** <https://jobs.virtforce.us/job/bcsr/>

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*





## Senior Living Customer Care Representative

Job Requisition #: 12082023

### Responsibilities

Compassionate independent contractors needed to assist seniors and their families to find senior living care. Working Solutions' senior living program supports a senior care referral service provider, with contractors working to effectively match customers with the appropriate online tools or Senior Living Advisor. Listening skills and empathy are essential to this role. This is a work-from-home role that provides customer service through inbound and outbound phone calls.

At Working Solutions, we work with top national brands to humanize their customer experience. When you join our network of remote customer care PROs, aka "the WooHoo! Crew", you will have access to work on contracts exclusive to Working Solutions.

**Why join the WooHoo! Crew?** There are many perks to contracting with us:

- **Work from home:** Say goodbye to commuting hassles and hello to the convenience of working from home.
- **Work when it's convenient for you:** Flexibility is the name of the game. Schedule your own hours and enjoy the freedom of creating a schedule that works best for you.
- **Gain experience in different industries:** Expand your skillset and broaden your horizons while providing exceptional customer service.
- **Supportive environment:** We're there to help so you can focus your efforts on bringing top-notch service to the customers we serve.

### Earnings Potential

- Earn up to \$12.00 per hour; 1099 role
- Additional performance-based incentives available, up to an additional \$2 to \$4 per hour

### Schedule and Location

- Client hours of operation are Monday-Sunday, 7:00am-11:00pm, and Saturday, 7:00am-4:00pm; the times of highest need are afternoon hours Friday-Monday.
- **You create your own schedule** - select the available hours that are convenient for you.
- You can schedule time in as little as 15-minute increments giving you a ton of flexibility!
- Remote CONUS + Alaska, Hawaii, and Canada; location exclusions for California, New York, Pennsylvania, or Washington.

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*



## Skills Needed

- Exceptional verbal communication and rapport-building skills
- Consultative sales skills
- Ability to multi-task - you will be speaking with callers, navigating multiple systems, and entering information to create client profiles
- High comfort level working on a scripted program

## Work Environment Requirements:

- Quiet, uninterrupted space
- Organized desk area

## Technology Requirements

- Personal computer (no tablet)
- Broadband internet connection, recommended at least 10 MBPS
- Wired internet connection (no wi-fi or mobile internet)
- Windows 10 or Windows 11 operating system
- Valid antivirus software installed, running and up to date
- USB headset with microphone
- Contractors on this program will benefit from having dual monitors, though not required

\*[Full PC requirements](#)

**Application Link:** <https://jobs.virtforce.us/job/senior-living-ccr/>

*You must have a membership on the VirtForce Job Arsenal to view and apply to positions. Membership is absolutely free! For more info, visit <https://jobs.virtforce.us>.*