



696 SOUTH TIPPECANOE AVENUE
SAN BERNARDINO CA 92415-0610
(909) 723-1531

Hours of Business Monday – Thursday 7:30 AM – 5:30 PM
Friday 8:00 AM – 5:00 AM

www.capsbc.org

Job Openings

Minimum Qualifications & Requirements to Attach to Completed Application

WEATHERIZATION CREW TECHNICIAN

**Energy, Education & Environmental Services
At Will With Benefits Incentive/Full-Time Position**

Graduation from high school or equivalent, 6 months of “hands on” weatherization and/or housing rehabilitation duties; **(Eighteen (18) months of additional qualifying work experience will be substituted for a high school diploma or GED)**; lift/move materials weighing up to 85 lbs, possess California Driver License. Must attach a copy of DMV Driving Report (dated within previous 90 calendar days) and proof of state mandated personal automobile insurance to their completed application.

ACCEPTING APPLICATIONS TO FILL FUTURE POSITION VACANCIES.

OUTREACH WORKER

**Energy, Education & Environmental Services
(Full-Time “At Will with Benefits” Position)
\$11.82 hourly, \$2,049 monthly, \$24,586 annually**

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off. High School Diploma or equivalent. Six (6) months paid work experience which included verifiable public contact, and “hands on” personal computer experience. Type 40 words per minute. Must attach a copy of DMV Driving Report (dated within previous 90 calendar days) and proof of State Mandated Automobile Insurance to their completed application.

WE HAVE ONE OR TWO CURRENT VACANCIES.

WEATHERIZATION FIELD SUPERVISOR

Energy, Education & Environmental Services

(At-Will with Benefits / Full-Time Position)

\$18.83 hourly, \$3,264 monthly, \$39,166 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off. High school graduation or equivalent and two years of responsible supervisory experience in the areas of Weatherization, construction or housing rehabilitation.

Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.

Applicants must possess (or be able to obtain within 30 days of hire) a current forklift operator's license.

ACCEPTING APPLICATIONS TO FILL FUTURE POSITION VACANCIES.

QUALITY CONTROL TECHNICIAN

Energy, Education & Environmental Services

(At-Will with Benefits / Full-Time Position)

\$16.67 hourly, \$2,889 monthly, \$34,674 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off.

Applicants must have education equivalent to graduation from high school and they must have twelve (12) months paid experience as a weatherization inspector or in performing weatherization or housing rehabilitation related activities. Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.

ACCEPTING APPLICATIONS TO FILL FUTURE POSITION VACANCIES.

WEATHERIZATION CREW LEADER
Energy, Education & Environmental Services
(At-Will Incentive/Full-Time Position)

Education/Experience: Ability to read, write and speak English at a level appropriate to the position and twelve (12) months of “hands on” experience performing weatherization, construction or housing rehabilitation duties of which a minimum of six (6) months must have been in a supervisory capacity. **(Eighteen (18) months of additional qualifying work experience will be substituted for a high school diploma or GED).**

SPECIAL REQUIREMENT: Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report with completed application. Failure to do so will result in disqualification of application. In addition, selected applicants will possess their own hand tools upon hire or purchase agency loaner tools, upon completion of a six month evaluative period.

ACCEPTING APPLICATIONS TO FILL FUTURE POSITION VACANCIES.

SCHEDULING CLERK
Energy, Education & Environmental Services
(At Will With Benefits/Full-Time Position)
\$11.82 hourly, \$2,049 monthly, \$24,586 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. High school graduation and one year of recent paid responsible office clerical experience, preferably within a Social Service Agency. Applicants must be able to read, write and speak English at a level appropriate to the position. **Skills:** Operate standard office equipment, including various computer hardware and software applications (i.e., Microsoft Word, Excel, Windows, Outlook,); type 45 words per minute.

ACCEPTING APPLICATIONS TO FILL FUTURE POSITION VACANCIES.

DATA ENTRY/BILLING CLERK

Energy, Education & Environmental Services

(At Will With Benefits/Full-Time Position)

\$11.82 hourly, \$2,049 monthly, \$24,586 annually

Position is assigned to the standard 8:00AM-5:00PM, Monday to Friday work schedule with the exception that the incumbent will work 10:00 a.m. to 7:00 p.m. on Monday and Wednesday on a rotating basis as required and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. High school graduation and one year of recent paid responsible office clerical experience, preferably within a Social Service Agency. Applicants must be able to read, write and speak English at a level appropriate to the position.

Bilingual English/Spanish speaking ability is desired. Skills: Operate standard office equipment, including various computer hardware and software applications (i.e., Microsoft Word, Excel, Windows, Outlook,); type 45 words per minute.

ACCEPTING APPLICATIONS TO FILL FUTURE POSITION VACANCIES.

OUTREACH SPECIALIST

Energy, Education & Environmental Services Program

(At-Will without benefits / Full –Time Position)

Compensation based upon Incentive Pay Plan (no base pay)

Applicants must have education equivalent to graduation from high school. Twelve months paid or volunteer work experience performing outreach/eligibility duties. Must be able to obtain a Home Improvement Sales License from the California State Contractor's Licensing Board. Requiring finger printing and background check. In addition, candidates must successfully pass CAPSBC's background and pre-employment physical examination process. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), proof of personal automobile insurance (meeting State minimum requirements) with their completed application.

AUTOMATED SYSTEMS TECHNICIAN

Administration/IT

(Full-Time At-Will with Benefits Position)

\$17.94 hourly, \$3,110 monthly, \$37,315 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Applicants must possess fifteen (15) semester (23 quarter) units of completed college level course work in information technology, computer sciences or closely related field; must be able to read, write, speak and understand English at a level appropriate to the position. Two years experience within the last five years of technical hardware and software support of computer systems in a professional work environment. A copy of the list of coursework must be attached to the application. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

ONE POSITION VACANCIES CURRENTLY EXIST.

CLERK I

(At-Will with Benefits/Full-Time Position)

This position is funded through the American Recovery and Reinvestment Act

\$10.72 hourly, \$1,858 monthly, \$22,298 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Applicants must have education equivalent to graduation from high school, able to read, write and speak English at a level appropriate to the position. In addition they must have six (6) months of recent paid office clerical (to include hands on personal computer) experience, preferably within a Social Service Agency and demonstrated fulfillment of the knowledge / abilities / skills sections. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

CLERK II

(At Will With Benefits/Full-Time Position)

This position is funded through the American Recovery and Reinvestment Act

\$11.82 hourly, \$2,049 monthly, \$24,586 annually

Position is assigned to the standard 8:00AM-5:00PM, Monday to Friday work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Applicants must possess/maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout course of employment. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

COMMUNITY RESOURCE COORDINATOR

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

\$18.83 hourly, \$3,264 monthly, \$39,166 annually

Position is assigned to the standard 8:00AM-5:00PM, Monday to Friday work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Must possess and maintain a valid California Driver License, be insurable, and have a good driving record; maintain a dependable personal transportation throughout the course of employment. Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking a qualified and highly motivated individual to develop strategies for receiving food and fund donations. The incumbent will prepare grant applications and will develop promotional materials to assist the Food Bank's food and fund raising activities. Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90-calendar day) and proof of State mandated personal automobile insurance to their completed application.

FAMILY DEVELOPMENT SPECIALIST

(Full-Time At-Will with Benefits Position)

This position is funded by American Recovery and Reinvestment Act

\$14.75 hourly, \$2,557 monthly, \$30,680 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Equivalency to high school graduation and applicants must be able to read, speak and write English at a level appropriate to the position and perform mathematical calculations of average difficulty. In Addition, they must have at least two (2) yeas of “hands on” experience (with a community action agency or social service agency) performing case management responsibilities with programs, which serve low-income/homeless persons. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

ELIGIBILITY TECHNICIAN

(At Will With Benefits Full-Time Position)

This position is funded through the American Recovery and Reinvestment Act

\$11.82 hourly, \$2,049 monthly, \$24,586 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking two qualified and highly motivated individuals to perform intake and eligibility screening duties to assist eligible clients with emergency services and develop a tracking system to prevent duplication. Work requires a high degree of confidentiality, independent action and organizational skills. The incumbent must be computer literate, able to work overtime, travel throughout the county as required and work in a fast-paced environment. Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90-calendar day) and proof of State mandated personal automobile insurance to their completed application.

BUYER ASSISTANT

(At-Will with Benefits / Full-Time Position)

This position is funded through the American Recovery and Reinvestment Act

\$14.04 hourly, \$2,434 monthly, \$29,203 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is recruiting for a Buyer Assistant to independently assist in performing a broad range of office/warehouse duties to include receive, unload, store, issue and deliver equipment, property, materials and supplies; take inventories, maintain records of capital equipment acquisitions, locations, transfers and dispositions; perform relief work as required. High school graduation or equivalent and 18 months of recent paid office warehouse experience, which has included receiving, storing, delivering and inventory duties. Applicants must read, write and speak English at a level appropriate to the position. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

PROGRAM COORDINATOR I

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

\$18.83 hourly, \$3,264 monthly, \$39,166 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is seeking a qualified and highly motivated person to assume the day-to day responsibilities of planning, coordinating and implementing projects under CAPSBC's Volunteer Income Tax Assistance (VITA) and Individual Development Accounts (IDA) Programs. Applicants must possess thirty (30) semester (45 quarter) units of completed college level course work in behavioral science, public/business administration, social services education or closely related field, half of which must be upper division. A list of course work or college transcript must be submitted with the application. Minimum of two (2) years of responsible administrative experience in the coordination of a social service program or program component providing comprehensive social services to low-income individuals and families. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

PROGRAM COORDINATOR I

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

\$18.83 hourly, \$3,264, \$39,166 annually

Position is assigned to the standard 8:00 a.m. – 5:00 p.m., Monday to Friday work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standard Act. Community Action Partnership of San Bernardino County (CAPSBC) is seeking a qualified and highly motivated person to implement and coordinate a network of up to fifty (50) new food distribution sites made up of thirty (30) United States Department of Agriculture (USDA) distribution sites, 10 (ten) soup kitchens. Thirty (30) semester (45 quarter) units of completed College coursework in behavioral science, public/business administration, social science, education or a closely related field, half of which must be upper division. A list of coursework or college transcript must be submitted with the application. Minimum of two (2) years responsible administrative experience in the coordination of a social service program or program component providing comprehensive social services to low-income individuals and families. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

PROGRAM COORDINATOR I

(Full-Time At-Will Position)

This position is funded through the American Recovery and Reinvestment Act

\$18.83 hourly, \$3,264 monthly, \$39,166 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. The Community Action Partnership of San Bernardino County (CAPSBC) is seeking a qualified and highly motivated person to assume responsibility for coordinating and implementing a comprehensive monitoring and evaluation program component for selected delegate agencies to ensure that their goals are achieved within established budgets. Thirty (30) semester (45 quarter) units of completed College coursework in behavioral science; public/business administration, social science, education or a closely related field, half of which must have been upper division. A list of coursework or college transcript must be submitted with the application. Minimum of two (2) years responsible administrative experience in the coordinating of a social service program or program component providing comprehensive social services to low-income individuals and families. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

PROGRAM SPECIALIST I

(Full-Time At-Will with Benefits Position)

This position is funded by American Recovery and Reinvestment Act

\$23.49 hourly, \$4,072 monthly, \$48,859 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is seeking qualified and highly person to assume responsibilities for a broad range of activities related to the American Recovery and Reinvestment Act Community Service Block Grant (ARRA CSBG) Delegate Agency Grant Program. BA Degree in Business or Public Administration or related field plus two (2) years responsible experience providing service and/or developing a service system which provides comprehensive social services to low-income individuals and families. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

PUBLIC INFORMATION SPECIALIST

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

\$23.49 hourly, \$4,072 monthly, \$48,859 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is recruiting for a Public Information Specialist who will be responsible to inform the public of the activities and services provided by CAPSBC to serve the needs of the low income throughout San Bernardino County; to develop, prepare and implement a comprehensive public information/community relations program consistent with the Agency's mission and goals. Graduation from an accredited college with a bachelor's degree in public relations, communications, public/business administration or a closely related field. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

TRUCK DRIVER / WAREHOUSE WORKER

This position is funded by the American Recovery and Reinvestment Act

(Full-Time “At Will” With Benefits Position)

\$15.86 hourly, \$2,749 monthly, \$32,989 annually

Position is assigned to the standard (8:00AM-5:00PM, Monday-Friday) work schedule. Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking two qualified and highly motivated individual to perform all phases of driving and warehousing for a comprehensive program designed to solicit and collect food products from public and private sector agencies and redistribute food products to community-based organizations and low-income persons / families throughout San Bernardino County. Applicants must have educational equivalent to graduation from high school; read, write and speak English at a level appropriate to the position and perform mathematical computations of average difficulty. One (1) year of recent paid warehouse experience which included receipt, storage, inventory, issuance and delivery of supplies, materials and equipment driving various vehicles to include a tractor trailer with a gross/combined gross vehicle weight range 75,000- to 80,000 pounds. Applicants must possess a valid California Class A (commercial) Driver License, a medical examiner's certificate, be insurable and have a (verifiable) good driving record. Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within the previous 90 calendar days) to their application. Applicants must possess or obtain within 30 days of hire a valid Forklift Operator's Certification.

FISCAL CLERK II

(At-Will with Benefits/Full-Time Position)

This position is funded through the American Recovery and Reinvestment Act

\$13.69 hourly, \$2,373 monthly, \$28,475 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) Fiscal Division is currently seeking a qualified individual to perform clerical work of a difficult nature in connection with entering of payroll data, the examination, reconciliation and recording of fiscal, financial and statistical records. The incumbent must be computer literate, maintain strict confidentiality and work overtime as required. High School graduation or equivalent and one (1) year of recent paid responsible office clerical experience performing fiscal activities where the primary duty involved is performing or checking arithmetical computations, payroll data entry is preferred. Applicants must read, write and speak English at a level appropriate to the position. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

HUMAN RESOURCES ASSISTANT

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

\$16.67 hourly, \$2,889 monthly, \$34,674 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is recruiting for a Human Resources. Fifteen (15) semester (23) quarter units of business/public administration, human resources management, psychology, sociology or a closely related field. Two (2) years of recent experience in human resources which includes public contact experience; explaining policies and regulations or policies and procedures; and using computer based systems (i.e., databases, word processing, spreadsheets or internet) to assist employees and the public with personnel or employment related processes and questions. A copy of the list of course work must be attached to the application. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

PROGRAM ASSISTANT

(Full-Time At-Will with Benefits Position)

This position is funded by American Recovery and Reinvestment Act

\$16.67 hourly, \$2,889 monthly, \$34,674 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is seeking a qualified and highly motivated individual to assist the Program Manager in a variety of administrative duties and serve as a liaison between outside organizations. Applicants must have education equivalent to graduation from high school and be able to read, write and speak English at a level appropriate to the position. In addition, they must have one (1) year of Para professional, technical or administrative experience handling a Social Service program. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.

ACCOUNTANT

(Full-Time At-Will with Benefits Position)

This position is funded through the American Recovery and Reinvestment Act

\$25.93 hourly, \$4,495 monthly, \$53,934 annually

Position is assigned to a 9/80 work schedule Monday – Thursday 7:30 a.m. to 5:30 p.m., Friday 8:00 a.m. to 5:00 p.m. with every other Friday off and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act. Community Action Partnership of San Bernardino County (CAPSBC) is seeking a qualified and highly motivated individual to perform complex professional accounting duties requiring preparation and interpretation of financial statements and reports; establish new accounting procedures and controls; analyze and advise management on a variety of fiscal matters; act on behalf of Finance Director during his/her absence. Bachelor's degree in Accounting and three years of paid journey-level professional accounting experience within a non-profit agency. Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days), and proof of current personal automobile insurance with completed application.