

EAST END COOPERATIVE MINISTRY

JOB OPENING

SEWING PROGRAM PRODUCTION WORKER – This part-time position reports to the Sewing Program Manager.

Some duties include but are not limited to:

Operate machines that automatically join, reinforce, or decorate material or fabricated articles; Draw thread through guides, tensions, and needles and adjust machine functions, according to fabric type; Position item under needle, using marks on machine, clamp, template, edges of cloth, or markings on cloth as guides; Turn knobs, screws, and dials to adjust settings of machine, according to garment style and observation of operation; Replace and rethread needles; Guide garments or garment parts under machine needle and presser foot to sew parts together; Position material or article in clamps, template, or hoop frame prior to automatic operation of machine; Sew replacement parts or missing stitches, according to repair tickets; Observe sewing machine operation to detect defects in stitching or machine malfunction and notify supervisor; Attach buttons or fasteners to fabric, using feeding hopper or clamp holder; Fold or stretch edges or length of items, while sewing, to facilitate the formation of specified sections; Attach tape, trim, or elastic to specified garments or garment parts, according to item specifications; Remove holding devices and finished item from machine; Select supplies, such as fasteners and thread, according to specifications or characteristics of fabric; Baste edges of material to align and temporarily secure garment parts for final assembly; Draw markings or pin applique on fabric to obtain variation in design and mark stitching errors with pins or tape; Replace sewing machine parts and perform basic maintenance, such as oiling machine; Cut material and threads, using scissors; Inspect garments and examine repair tags and markings on garment to locate defects or damage; Record number of garment parts or complete garments sewn; Complete logs, reports, etc., as requested; Participate in mandatory training and staff development training, as requested; Attend all agency meetings as required/requested.

Some requirements include but are not limited to:

A minimum of a High School Diploma or GED or the ability to earn a GED while employed at East End Cooperative Ministry; The ability to work safely and effectively; Experience with sewing machine(s) operation; Experience with mending; Experience with use of patterns for producing items; Ability to modify patterns; Easily taught and an easy study; Basic skills with computers and with Microsoft Office products; Ability to follow written and oral instruction; Ability to work effectively with diverse groups of people; Ability to remain calm in disruptive situations; Skills in communicating with individuals in a kind, patient, compassionate, caring, courteous, and respectful manner; Ability to handle multiple tasks simultaneously while meeting deadlines; Demonstration of time management and administrative managerial skills; Ability to work independently as well as part of a team; Ability to be on one's feet, both in a stationary position and moving position for up to 8 hours; Graduate of EECM Work Therapy Training program preferred; Must meet Act 33 and 34 clearance requirements.

Job Posting Will Remain Open until Filled

To apply:

Interested and qualified candidates may apply by submitting letter, resume and compensation requirements. In addition, please send completed Employment Application by downloading that document at:

<http://www.eecm.org/job-opportunities/>. Please email, fax or mail all documents to:

Email: LexiN@eecm.org

Phone/Fax: 412.345.7115

Mail: Human Resources Coordinator
East End Cooperative Ministry
6140 Station Street
Pittsburgh, PA 15206

Equal Opportunity Employer