



Compliance Specialist

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at three locations in the Twin Cities.

TITLE: Compliance Specialist

REPORTS TO: Director of Security & Systems

LOCATION: Tech Dump HQ, 860 Vandalia Street, Saint Paul, MN 55114

SUMMARY:

This position is responsible for overseeing and creating our data security policies, making sure the company remains in compliance, completing training and conducting audits.

ESSENTIAL ACCOUNTABILITIES:

- Ensure our operations comply with company procedures and policies.
- Conduct periodic data security incidents and business continuity testing exercises.
- Identifying, investigating, and reporting compliance issues, irregularities, and violations.
- Maintaining records of compliance activities
- Conduct, create and develop a training schedule for data security policies and procedures.
- Provide recommendations on policy and procedure changes by working with area managers/leads.
- Reporting data security events or potential events or other risks.
- Write and update data security policies, procedures, and audits.
- Submit timely and accurate reports.
- Perform internal data security audits.
- Conduct hard drive audits to ensure data sanitization requirements are being met.

QUALIFICATIONS AND EXPERIENCE:

- Ability to understand R2 certifications as it is related to data security and NAID AAA Certification.
- Ability to understand the NIST framework.
- Ability to lead training sessions with employees on data security policies.
- Strong organizational skills and the ability to create a structured system that keeps the company in compliance with all certifications.
- Ability to engage colleagues with patience, empathy, and clear communication to influence without authority.
- High attention to detail and the ability to focus on continuous improvement.
- Support of and ability to reflect the values of Tech Dump: Empathy, Commitment, Stewardship, Growth Mindset, Safety, Interconnectedness, and Hope.



Additional Position Information:

- *Pay Range:* \$19.00 - \$23.00/hour
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Medical, Dental, Vision, HSA, Long-term & Short-term Disability plan, 403b retirement plan, 2 weeks of PTO, full 40-hour workweeks, paid holidays, and company apparel!
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The warehouse environment includes regular standing and lifting of approximately 10#, loud noises, fluorescent lighting, and dusty areas.
- *Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.
- *Other:* Occasional evening or weekend availability may be necessary.

Other: This position may include occasional travel within the Twin Cities metro area for meetings at several locations. Occasional evening or weekend availability may be necessary.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.

Updated on 04/22/2022