



Center for Work and Service

Wellesley College

Green Hall - Room 441
106 Central Street
Wellesley, Massachusetts 02481
(781) 283-2352 Fax: (781) 283-3674

Director's Welcome

Wellesley College and the Center for Work and Service welcome you to the 2008 Not-for-Profit Career Fair. Made possible through collaboration with our co-sponsors, this career fair underscores our deep institutional commitment to affirming and supporting those who seek careers in the not-for-profit and public service sectors.

We are pleased to welcome such a diversity of organizations to campus today – 80 in all. The varied opportunities that you bring will introduce a new generation of young leaders to the important world of service.

To our Wellesley students, our co-sponsoring colleges' students, and to students attending from other colleges and universities in the Greater Boston area: Take this opportunity to network at the fair not only with organization representatives, but also with each other as you explore your future careers.

The twelfth annual Not-for-Profit Career Fair at Wellesley College is an integral component of the Center for Work and Service's Not-for-Profit and Public Service Program (NFP/PS). Now in its eighth year, the NFP/PS program originated out of students' concern for considering social responsibility when making career choices. Firmly grounded in the Wellesley culture, the program also supports the college's motto, *Non Ministrari Sed Ministrare*, and Wellesley students' compelling internal agendas to lead -- to make a difference in their chosen commitments.

Welcome to Wellesley's Not-for-Profit Career Fair.

Yours, for Wellesley,

A handwritten signature in cursive script that reads "S. Joanne Murray".

S. Joanne Murray '81
Director

Co-sponsors: Barnard College, Brown University, Bryn Mawr College, Teachers College - Columbia University, Cornell University, Dartmouth College, Haverford College, Lesley College, Mount Holyoke College, Smith College, Yale University



NOT-FOR-PROFIT AND PUBLIC SERVICE CAREER FAIR PARTICIPANTS 2008

Advocates, Inc.

■ Jobs ■ Internships

About:

Advocates, Inc. is a human services organization that assists people with disabilities or other individual challenges to overcome personal obstacles and societal barriers to obtaining homes, meaningful work, satisfying relationships and to living the fullest possible lives while inspiring our communities to create opportunities for contribution and participation by all.

Requirements:

Job: BA or BS degree; Internships: Pre and post graduate students

Address:

One Clarks Hill, Suite 305, Framingham,
Massachusetts 21702

Webpage:

www.advocatesInc.org

Contact:

Susan Nathan, Recruitment Manager

Phone/Fax/Email

508.628.6408/508.861.0338/snathan@advocatesinc.org

AmeriCorps Cape Cod

■ Volunteer

About:

AmeriCorps Cape Cod is a residential national service program focused on responding to environmental and disaster needs on Cape Cod.

Requirements:

AmeriCorps Cape Cod is a full-time volunteer service program with 26 member positions available to individuals willing to dedicate a year of service. Must have a college degree or 2 years professional work experience.

Address:

P.O. Box 427, Barnstable, Massachusetts, 02630

Webpage:

www.rdoac.org

Contact:

Ashley Look, Program Specialist

Phone/Fax/Email

508.375.6863/508.375.0140/ashley.look@rdoac.org

AmeriCorps*National Service Habitat for Humanity New York City

■ Jobs ■ Volunteer

About:

The Habitat for Humanity New York City (Habitat-NYC) affiliate is a non-profit organization that is committed to building homes with families in need, building stronger communities, and eradicating sub-standard housing in the communities we serve. Habitat-NYC accomplishes its mission through partnering with families, local supporters and citywide volunteers.

Requirements:

AmeriCorps Habitat for Humanity New York City: Site Leader, Advocacy Coordinator, and Family Partner Program Coordinator positions available.

Site Leader Position: To lead the volunteers, family partners and community of Habitat for Humanity - NYC with the construction of homes for low-income families by modeling an ethic of service to Habitat for Humanity - NYC and the larger New York City community and learning about housing issues relevant to the New York City affiliate. Site Leaders will oversee all aspects of construction work and coordinate with other leaders. **Advocacy**

Coordinator: Will support the work of the Advocacy Department through communicating and educating Habitat's base of advocates on our policy initiatives for the year. Responsibilities include communications, promotions, and coordination with other groups.

Family Partners Program Coordinator: Will provide support and assistance to the homeowners on site. Responsibilities include coordinating work teams and schedules, record keeping, education, and outreach work.

Address:

111 John Street 23rd Fl, New York, New York, 10038

Webpage:

www.habitatnyc.org

Contact:

Erin Jalloh, AmeriCorps Coordinator

Phone/Fax/Email

212-991-4000 x 315/212-991-3990/

ejalloh@habitatnyc.org

Asian Task Force Against Domestic Violence

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

ATASK provides comprehensive services that are culturally and linguistically appropriate to the

survivors of domestic violence primarily in the Asian community. ATASK also offers various education and outreach activities through events, workshops, training, and collaborations with other community organizations for prevention and intervention. We provide workshops for both youth and adults.

Requirements:

Qualifications vary depending on the positions. Available positions are: Shelter Advocate, Vietnamese Advocate, Lowell Advocacy Intern, Shelter Intern, Children's Program volunteers, Marketing & Communications Intern, Administrative Intern, and Finance Intern.

Address:

P.O. Box 120108, Boston, Massachusetts, 02112

Webpage:

<http://www.atask.org>

Contact:

Koko Oyama, Direct Services Coordinator

Phone/Fax/Email

617-338-2350 x227/617-338-2354/hiroko@atask.org

Bard College/Central European University

■ Internships ■ Summer Opportunities

About:

Central European University (CEU) in cooperation with Bard College offers a select group of university students from North America a unique opportunity to gain invaluable professional experience while living abroad in Budapest one of the most vibrant and culturally diverse cities in Europe. Budapest is a hub for dozens of international development organizations and hundreds of local nonprofits as well as regional offices for many Fortune 500 companies. CEU is an internationally recognized graduate-level university accredited both in New York and Hungary with a six-year history of managing highly substantive internships for its graduate students. CEU is dedicated to fostering the ideas of an open society, democracy, and human rights. The Professional Internship Program (PIP) at CEU places interns at a variety of private, public and non-profit organizations. English is the operational language of the internship.

Requirements:

The Professional Internship Program seeks applicants with strong writing, research, and communications skills, as well as a demonstrated interest in experiential learning abroad.

Address:

30 Campus Road, Annadale-on-Hudson, New York, 12504

Webpage:

<http://ceu.bard.edu/index.html>

Contact: Stephanie Szitanyi, Director of Recruitment -
Professional Internship Program
Phone/Fax/Email 718-213-8297/845-758-7040/ceu@bard.edu

Bard Globalization and International Affairs Program

■ Internships

About: Bard College's Globalization and International Affairs Program (BGIA) provides a unique opportunity for university students and recent graduates from around the world to engage in the study and practice of international relations. BGIA blends rigorous coursework in the fields of human rights, law, civil society, development, political economy, global public health, ethics, and writing on international affairs with professional internships at international organizations in New York City. BGIA is a highly selective program for 28 students each spring and fall semester. In June and July BGIA operates an 8-week summer program for 20 students. Students typically intern for up to 25 hours per week in the fall and spring semesters and 40 hours a week in the summer with governmental, nonprofit media and corporate entities working in diverse areas of global concern.

Requirements: The program, which includes a guaranteed internship placement, is for advanced undergraduates and recent graduates. In some cases we consider and admit exceptional students who have completed a year or two of undergraduate study.

Address: 410 West 58th Street, Office 4-4, New York, New York, 10019

Webpage: bard.edu/bgia

Contact: Joanna Gillia, Assistant Director

Phone/Fax/Email (212) 333-7575/(212) 397-3055/gillia@bard.edu

Barry L. Price Rehabilitation Center

■ Jobs ■ Volunteer

About: The Barry L. Price Rehabilitation Center is a non-profit organization which provides support services to adults with developmental disabilities. We are a community-based organization offering residential services, employment supports, and day rehabilitation programs.

Requirements: **Volunteer:** desire to work with adults with

developmental disabilities; **Direct Care:** high school diploma; valid driver's license; CPR and First Aid certifications; **Supervisory:** Bachelor's degree ;at least 1 year of human service experience; CPR and First Aids certification; MAP preferred

Address: 38 Border Street, West Newton, Massachusetts, 02465
Webpage: www.barrypricecenter.org
Contact: Carlene Hiller, HR Coordinator
Phone/Fax/Email 617.244.0065/617.244.0069/chiller@barrypricecenter.org

Beauvoir, the National Cathedral Elementary School

■ Jobs

About: Beauvoir is an independent elementary school serving a co-ed population of 380 students from grades Pre-Kindergarten through Third. Our campus is located on the picturesque grounds of the Washington National Cathedral in Northwest Washington, D.C.

Requirements: ASSOCIATE TEACHER POSITIONS Beauvoir, the National Cathedral Elementary School seeks Associate Teachers in Kindergarten through Third Grade for the 2008-2009 academic year. The Associate Teacher Program is a teaching opportunity designed for well-qualified college graduates who will join the faculty for a one to two year appointment as salaried full-time employees. Associate Teachers spend the academic year working closely with a Directing Teacher through observation, teaching, and planning.

FACULTY POSITIONS Beauvoir, the National Cathedral Elementary School is seeking qualified applicants for a full-time position teaching in Pre-Kindergarten, Kindergarten, First Grade, Second Grade, or Third Grade with an appointment beginning in the 2008-2009 academic year. Directing Teachers work collaboratively with faculty colleagues, administrators, and parents. Directing Teachers also work with an Associate Teacher for whom they provide guidance and direction. The Directing Teacher assumes primary responsibility for the planning, organization, and delivery of lessons and instruction in language arts, mathematics, social studies, and character education. The School accepts candidates for teaching positions with the following minimal qualifications: (1) Bachelor's degree in Early Childhood Education Elementary Education or another relevant field; advanced degrees are preferred; state certification is not required. (2) A strong commitment to educating a diverse student body within a caring and creative environment. (3) Excellent verbal and written communication skills. (4) A dedication to professional growth and continued learning. (5) Previous teaching experience in an elementary classroom.

Address: 3500 Woodley Road NW, Washington D.C., 20016
Webpage: <http://www.beauvoirschool.org/Default.asp?bhcp=1>
Contact: Jalene Spain Thomas, Director of Academic Personnel
Phone/Fax/Email 202-537-5206/202-537-5232/jsthomas@cathedral.org

Blue Cross Blue Shield of Massachusetts

■ Jobs ■ Internships

About:

Headquartered in Boston, Blue Cross Blue Shield of Massachusetts provides comprehensive health care coverage to 2.9 million members. Our more than 3,800 associates work day and night to help our members lead longer, healthier lives. We have consistently been recognized as a great place to work - from Working Mother to the Boston Business Journal. We provide our associates with options so they can make the right choices for themselves and navigate successfully through their work and personal lives.

Requirements:

Please see representative for details.

Address:

Landmark Center, 401 Park Drive, Boston, MA, 02215

Webpage:

www.bluecrossma.com/careers

Contact:

Jason Dekow, College Relations Specialist

Phone/Fax/Email

(617) 246-5856/(617) 246- 4805/

Jason.dekow@bcbsma.com

Boston Ballet-Center for Dance Education

■ Internships ■ Summer Opportunities

About:

Boston Ballet School is a nationally renowned dance-training institute offering a high caliber dance instruction for over 53 years. Internationally recognized instructors and artists teach a comprehensive curriculum designed to provide a strong classical technique adaptable to any style, and to instill a life-long love of dance and movement.

Requirements:

Please see representative for details.

Address:

363 Washington Street, Newtonville, MA, 02460

Webpage:

www.bostonballet.org

Contact:

Carolyn P. Rock, Registrar

Phone/Fax/Email

617.456.6267/617.964.8239/rockc@bostonballet.com

Boston Teacher Residency

■ Jobs

About:

The Boston Teacher Residency is recruiting smart, talented, diverse candidates of all majors to enter a rigorous one-year urban teacher preparation program as part of Boston's aggressive strategy to improve

instruction in every classroom. We are the #1 recruiting strategy for the Boston Public Schools and recruit for K-12 positions with a strong focus on critical needs areas of Math/Science, Special Education, and English language learners. We combine a M.Ed. with a full year of co-teaching experience before placement with BPS.

Requirements:

We are seeking candidates of all majors/backgrounds. Minimum requirement is a bachelor's degree by July 2008 and US Citizenship. A passion for teaching, a love of children, and a one year commitment are needed. Residents receive a stipend of \$11,400 and health benefits and are eligible for student loans and scholarships.

Address:

6 Beacon Street #615, Boston, MA, 02108

Webpage:

www.bpe.org/btr

Contact:

Carolyn Chen, Recruiter

Phone/Fax/Email

617.227.8055 x355/617.227.8446/cchen@bpe.org

Brandon Residential Treatment Center

■ Jobs ■ Internships ■ Summer Opportunities

About:

Brandon is a private, non-profit school and residential treatment center dedicated to serving latency-age and adolescent boys with emotional and behavioral disorders and emotionally based learning disorders. Clients primarily present with PTSD, depression, ADHD, anxieties, mood disorders, sexual abuse, and fire-setting behaviors. Brandon's continuum of care includes: hospital diversion, family stabilization, diagnostic assessment, intensive residential care, group home, & step-down services. Brandon specializes in comprehensive assessment and intensive treatment for boys with fire-setting and/or sexualized behaviors.

Requirements:

For all positions we are looking for individuals who enjoy working with children and who are interested in making a difference. Brandon employees come from a variety of backgrounds and we provide all necessary training to be successful in a position at Brandon.

Address:

27 Winter St, Natick, Massachusetts, 01760

Webpage:

www.brandonschool.org

Contact:

Sarah Karian, HR Associate

Phone/Fax/Email

508-655-6400 X250/508-650-9431/skarian@brandonschool.org

Bridgewell

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

Bridgewell is a private, non-profit organization providing services to individuals with developmental and psychiatric disabilities throughout Northeastern Massachusetts. Our mission is to help individuals achieve greater independence and be valued and respected by members of their communities. We provide education, rehabilitative treatment and innovative support activities to achieve this mission. Bridgewell is always looking for dynamic candidates who are passionate about making a difference in the lives of the individuals with disabilities.

Requirements:

Degrees in Psychology, English, Education, Social Work preferred but anyone interested in Human Services is encouraged to apply or inquire about career opportunities.

Address:

471 Broadway, Lynnfield, Massachusetts 01940

Webpage:

www.bridgewell.org

Contact:

Jamie Jun, Recruiter

Phone/Fax/Email

339-883-2162/781-596-4135/jjun@bridgewell.org

CAB Health & Recovery Services, Inc.

■ Jobs ■ Internships

About:

CAB Health & Recovery Services is a leading substance-abuse agency serving communities across northeastern Massachusetts and greater Boston. From our outpatient, inpatient, and residential sites, we work with men, women, and their children, families, youth and special populations struggling with various addictions. We also work with drug education, street outreach, and HIV/AIDS prevention.

Requirements:

Recovery Specialist -Bachelors or equivalent in related field. One to two years of training; or equivalent combination of education and experience
Case Manager - Bachelor's Degree (BA) or equivalent: or Associates in Human Services field; two to three years related experience and/or training in the area of chemical dependency.

Address:

Zero Centennial Drive, Peabody, Massachusetts,01960

Webpage:

www.cabhealth.org

Contact:

Julie Baldwin, Recruiter

Phone/Fax/Email

978-968-1700/978-531-8920/hr@cabhealth.org

Camp Starfish

■ Internships ■ Volunteer ■ Summer Opportunities

About: Camp Starfish is a summer program that works with children who have behavioral, emotional and learning challenges. We have a 1:1 staff to camper ratio which allows children who may not otherwise be able to have a successful summer camp experience to enjoy their time.

Requirements: We are looking for dedicated, enthusiastic, and caring staff who want to make a difference this summer. Positions are for the summer run June 16 to August 17 and we do require a commitment for the entire summer, as that is important to maintain the 1:1 ratio. We offer internship credit for most majors. All positions are paid and include room and board for the summer.

Address: 440 Totten Pond Rd. Suite 201, Waltham, MA, 02451

Webpage: www.campstarfish.org

Contact: Michelle Cyr, Associate Director

Phone/Fax/Email: 781-890-7827/781-890-0538/
IWantToWork@campstarfish.org

Campaign Corps: A Project of EMILY's List

■ Jobs

About: Campaign Corps, a project of EMILY's List, is a national grassroots program dedicated to politically empowering young people. Each year we train talented recent college graduates (both from undergraduate and graduate) and place them on targeted progressive Democratic campaigns. Formerly known as Participation 2000, Campaign Corps has been bringing young people into the political process since 1988. We've placed hundreds of staffers on some of the most important political campaigns in the country, providing young people with the first step in a career dedicated to progressive politics.

Requirements: We are looking for people dedicated to progressive causes with an interest in electoral politics.

Address: 1120 Connecticut Ave NW, Suite 1100, Washington D.C., 20036

Webpage: <http://www.campaigncorps.org>

Contact: Kellie Dupree, Campaign Corps Coordinator

Phone/Fax/Email: 202-419-1024/202-326-1400/kdupree@emilyslist.org

Cape Cod Museum of Art

■ Internships ■ Volunteer ■ Summer Opportunities

About: The Cape Cod Museum of Art is a regional art museum representing artists associated with south-eastern Massachusetts, Cape Cod, Martha's Vineyard, and Nantucket.

Requirements: Qualifications vary by position. Please see representative for details

Address: PO Box 2034, Dennis, Massachusetts, 02638

Webpage: www.ccmoa.org

Contact: Debra Hemeon, Deputy Director

Phone/Fax/Email: 508.385.4477 ext 20/508.385.7933/
diradop@ccmoa.org

Casa Myrna Vasquez

■ Jobs ■ Volunteer

About: Casa Myrna is a Boston-based, multicultural organization dedicated to ending domestic violence in the lives of women and children through advocacy, prevention, and intervention. To provide the highest quality of service, we expect that our staff and program participants will engage in mutually respectful relationships free of abuse and violence; that our programs will empower rather than foster dependency in participants; that self-sufficiency will be seen as an attainable goal; and that the individuals we serve will be responsible for their lives and those of their children.

Requirements: Qualifications vary by position. Please see representative for details

Address: P.O. Box 180019, Boston, Massachusetts, 02118

Webpage: <http://www.casamyrna.org/index.html>

Contact: See representative at fair.

Phone/Fax/Email: 617.521.0100/dev@casamyrna.org

Cascap, Inc.

■ Jobs

About: ASCAP, Inc. is an award winning agency with a 35-year history and excellent reputation for quality. We provide residential services for adults with mental illness and develop affordable housing. ASCAP is a

Requirements:

supportive, team-oriented workplace that fosters professional satisfaction and development. ASCAP is currently hiring full and part-time Residential Counselors. The Residential Counselors are responsible for providing daily direct rehabilitative assistance to residents and teaching skills for more independent living and safety. A BA in Human Services or related field and at least 1 year related experience or a minimum of two years of related experience is preferred.

Address:

678 Massachusetts Avenue, 10th Floor,
Cambridge, Massachusetts, 02139

Webpage:

<http://www.cascap.org>

Contact:

Emily Patton, Associate Director of Human Resources

Phone/Fax/Email

(617) 234-2911/(617) 492-6928/epatton@cascap.org

CCS Fund Raising

■ Jobs

About:

CCS Fundraising provides onsite full-time fundraising consulting for nonprofit organizations. We conduct feasibility studies and manage capital campaigns for leading nonprofits in all sectors across the U.S.

Requirements:

CCS seeks candidates with strong skill sets, diverse backgrounds, and an interest in philanthropy. Desired qualities include: commitment to service, strategic thinking, ability to multitask, goal oriented, ability to take and give direction and more.

Address:

461 Fifth Avenue, 3rd Floor, New York, NY, 10017

Webpage:

www.ccsfundraising.com

Contact:

Diana Marie Falvo, Director of Talent Management

Phone/Fax/Email

212.497.7458/212.967.6451/dfalvo@ccsfundraising.com

Center for Women and Enterprise (CWE)

■ Internships ■ Summer Opportunities

About:

CWE is the largest entrepreneurial training organization in New England with offices in Boston and Worcester, MA, and Providence, RI. CWE's mission is to empower women to become economically self-sufficient and prosperous through entrepreneurship.

Requirements:

Student must be obtaining a BS or MBA in Marketing, Journalism, Business Management, Non-Profit

Management, Entrepreneurship, or Urban Studies; strong oral and written communication skills; strong computer skills-MS Office and database skills preferred; commitment and desire to learn the non-profit sector and entrepreneurship
24 School Street, Suite 700, Boston, MA,02108
www.cweonline.org
Jessica Deshayes '07, Program Assistant
617.532.0240/617.536.7373/jdeshayes@cweonline.org

Address:
Webpage:
Contact:
Phone/Fax/Email

Charles River ARC

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About: Charles River ARC is a non-profit human services agency that serves children and adults with developmental disabilities.
Requirements: A variety of positions is available and qualifications vary by position. Please see representative for details.
Address: 59 East Militia Heights Road, Needham, MA, 02492
Webpage: www.crarc.org
Contact: Elizabeth Reiche, Personnel Recruiter
Phone/Fax/Email 781.972.1012/781.972.0042/ereiche@crarc.org

Citizens for Juvenile Justice

■ Jobs ■ Summer Opportunities

About: Independent, non-profit statewide organization that works exclusively to improve the juvenile justice system in Massachusetts. We advocate, convene, conduct research, and educate the public on important juvenile justice issues.
Requirements: Strong organizational skills, attention to detail, good writing skills, good communication and problem solving skills, ability to work collaboratively and independently, B.A. or equivalent, proficiency with Microsoft Office XP including Excel, Access or Dreamweaver knowledge a plus
Address: 101 Tremont St, Suite 100, Boston, MA, 02108
Webpage: www.cfjj.org
Contact: Lael Chester, Executive Director
Phone/Fax/Email 617.338.1050/617.695.0202/cfjj@cfjj.org

City of Cambridge Personnel Department

■ Jobs

About: Municipality
Requirements: Varies
Address: 795 Massachusetts Avenue, Cambridge,
Massachusetts, 02139
Webpage: www.cambridgema.gov
Contact: Charles Walker, Employment Manager
Phone/Fax/Email: 617-349-4330/617-349-
4312/cwalker@cambridgema.gov

City on a Hill Charter Public School

■ Jobs

About: City on a Hill seeks to graduate responsible, resourceful, and respectful democratic citizens prepared to advance community, culture, and commerce and to compete in the 21st century.

Requirements: City on a Hill is a small, college prep, urban, public high school currently accepting resumes from experienced & dedicated educators for our teacher positions, and recent graduates for our CoachTutors positions. Our school is dedicated to teacher leadership, has average class size of 18, and strives to be a model of successful urban education. City on a Hill is currently collecting resumes from dedicated educators with a relentless work ethic committed to urban education.

Address: 58 Circuit Street, Roxbury, Massachusetts, 02119
Webpage: www.cityonahill.org
Contact: Sasha VanDerzee, Program Manager
Phone/Fax/Email: 617-445-1515 ext 106/617-445-9153/
sasha_vanderzee@cityonahill.org

City Year Boston

■ Jobs ■ Volunteer

About: City Year unites young people aged 16-25 of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors, and role models, these leaders make a difference in the lives of children, and transform schools and neighborhoods across the

Requirements:

United States and in South Africa.
Full-Time Corps Member Position: Between the ages of 17-24; United States citizen or permanent resident alien

Address:

287 Columbus Ave, Boston, Massachusetts, 02116

Webpage:

www.cityyear.org

Contact:

Christian Correa, Outreach Manager

Phone/Fax/Email

617-617-2419/617-927-2490/
bostonrecruitment@cityyear.org

Cooperative for Human Services, Inc.

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

At The Cooperative for Human Services, we have a passion for what's possible--a passion and commitment we share with the people we serve and their families. We thrive on the challenge of helping adults with developmental disabilities, mental retardation, and those who have multiple disabilities including complex health, medical, and behavioral health needs to live full and meaningful lives. We specialize in the design and delivery of services and programs that are tailored to the unique needs of each person we serve throughout all stages of life. We have been providing residential independent living and guardianship and an array of other services in the Boston Metropolitan area and throughout Massachusetts since 1981.

Requirements:

We are currently hiring for Direct Support, Assistant Program Director, and Program Director positions to provide in-home and community based supports for people with developmental disabilities and mental retardation. In order to be considered for a position you must have a valid driver's license and become certified in First Aid, CPR, and Medication Administration which the agency provides as a part of a formal training program.

Address:

17 New England Executive Park, Burlington, Massachusetts, 01803

Webpage:

www.cooperativeforhs.org

Contact:

Janice Russell, Human Resource Generalist

Phone/Fax/Email

781-273-2123 ext. 217/781-238-6163/
jrussell@cooperativeforhs.org

Crittenton Women's Union

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About: The Crittenton Women's Union transforms the course of low-income women's lives so that they can attain economic independence and create better futures for themselves and their families.

Requirements: Requirements vary depending on position. In general, Bachelor's degree with 1-2 years experience in related fields.

Address: 10 Perthshire Road, Brighton, Massachusetts, 02135

Webpage: www.liveworkthrive.org

Contact: Mandy Chan, Human Resources Manager

Phone/Fax/Email: 857.559.2168/617.254.7966/Mchan@liveworkthrive.org

Crossroads for Kids

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About: Crossroads for Kids provides both summer and year-round programs for youth from at-risk environments

Requirements: Internship: We are seeking an intern in development and marketing. Jobs/Volunteers: Seeking candidates who have experience working with youth or studying social work, psychology, or similar field.

Address: 119 Myrtle Street, Duxbury, Massachusetts, 02332

Webpage: www.crossroads4kids.org

Contact: Joanne Fay, Director of Program Development

Phone/Fax/Email: 781.834.2700/781.384.2701/jfay@crossroads4kids.org

EF Education

■ Jobs

About: EF Education is the world's largest private educational organization. We're a multi-national group of ten companies and non-profit organizations with over 3,000 EF staff and 22,000 teachers at work in 50 countries. To date, nearly three million people have benefited from an EF program.

Requirements: Vary by position, please see representative. General requirements include: ability to work collaboratively, outstanding communication and problem-solving skills, excellent attention to detail, good judgment and sincere interest in international education needed. BA/BS degree, 1-3 years of work experience, and a

Address: sincere interest in cultural exchange.
One Education Street, Cambridge, MA, 02141
Webpage: www.ef.com
Contact: Tamsin Trail, Director of Recruitment
Phone/Fax/Email: 617 619 1944/617 619 1495/tamsin.trail@ef.com

Environment America

■ Jobs

About: Environment America, the federation of state-based environmental groups, acts as a powerful advocate for our environment in order to: promote energy efficiency, protect our open spaces, to clean up our air and water, and to advance global warming solutions. We speak out and take action at the local, state, and national levels to improve the quality of our environment and our lives.

Requirements: Recent college graduates who care about our environment and are driven to preserve it for the future. Strong leadership skills, academic excellence, problem solving ability, and top notch written and verbal skills needed. Experience with campus and activist groups is valued.

Address: 44 Winter Street 4th Floor, Boston, MA, 02108
Webpage: www.environmentamerica.org
Contact: Siena Kaplan, Energy Associate
Phone/Fax/Email: 617.747.4307/siena@environmentamerica.org

Facing History and Ourselves

■ Jobs ■ Volunteer

About: Facing History and Ourselves offers an interdisciplinary approach to citizenship education that connects the history of the Holocaust and other examples of genocide to the moral questions young people face in their own lives. We provide middle and high school educators with tools for teaching history and ethics and for helping their students learn to combat prejudice with compassion, indifference with participation, myth and misinformation with knowledge. The program engages students in an education that encourages the skills, promotes the values, and fosters the ideals needed to sustain a democratic society.

Requirements:

Job applicants need computer proficiency, interest in non-profit work, ability to multi-task in a busy setting, and excellent communication skills. Interest in Facing History's mission is also important.

Address:

16 Hurd Rd, Brookline, Massachusetts, 02445

Webpage:

facinghistory.org

Contact:

Jon Cramer or Carol Griffin, Associate Director of HR

Phone/Fax/Email

617.735.1675/jon-cramer@facing.org/carol-griffin@facing.org

Family Lifeline Volunteers**■ Volunteer****About:**

Family Lifeline Volunteers (FLV) offers a variety of work situations compatible with the volunteer's interests and skills. Volunteers live in proximity with and serve low income and underserved families while working with the Little Sisters of the Assumption and other professionals in certified home-health agencies, community and family centers, and other community outreach programs.

Requirements:

A caring heart, a commitment to justice, and a willingness to live in community with the sisters and other volunteers. Family health is the focus of all our programs and services.

Address:

100 Flatstone Avenue, Walden, New York, 12886

Webpage:

<http://familylifelinevolunteers.org>

Contact:

Alice R. Finley, Program Director

Phone/Fax/Email

845-778-8529/845-778-0676/

alice@familylifelinevolunteers.org

FBI**■ Jobs ■ Internships****About:**

The Federal Bureau of Investigation is a federal law enforcement agency protecting the United States from terrorism and over 300 federal violations.

Requirements:

Special Agent: 4 year degree and 3 years full-time work experience; Professional Staff: Varies; Internships: Undergraduate Juniors and Seniors, and Graduate Students

Address:

1 Center Plaza Suite, Suite 600, Boston, MA, 02108

Webpage:

www.fbijobs.gov

Contact:

Katie Thibault, Special Agent

Phone/Fax/Email

617.223.6316/617.223.6333/kathryn.thibault@ic.fbi.gov

Federal Deposit Insurance Corporation (FDIC)

■ Jobs

About:

The Federal Deposit Insurance Corporation (FDIC) is one of the most respected forces in America's financial community. Since 1934 we have been insuring deposits and promoting safe banking practices in order to uphold our mission of maintaining stability and public confidence in the nation's financial system. FDIC professionals identify, monitor, and address risks to the deposit insurance funds in cities and towns from coast to coast. If you would like to apply for a position with the FDIC, please access our website at: <http://www.fdic.gov/about/jobs/index.html> or speak to a recruiter at the fair.

Requirements:

Financial Institution Specialists receive formal and on-the-job training to become bank examiners with the FDIC. During the first year of the program, employees perform rotational assignments to become familiar with each of the Corporation's major business functions. Bank examiners typically work in teams; often must travel extensively to conduct on-site exams at banks; and are required to pass a commissioning examination upon the completion of their training. The FDIC is seeking applicants with strong analytical and quantitative skills, the ability to communicate effectively both in writing and verbally, the ability to work both independently and in teams, knowledge of the basic principles of accounting and finance; and an interest in public service.

Address:

15 Braintree Hill Park, Braintree, MA, 02184

Webpage:

www.fdic.gov

Contact:

Mike Dineen, HR Specialist

Phone/Fax/Email

781-794-5747/781-794-5607/mdineen@fdic.gov

Foundation for Sustainable Development

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

The Foundation for Sustainable Development supports the efforts of grassroots development organizations in the Global South that are working to better their communities, environments, and the economic opportunities around them. Through our programs we aim to raise international awareness of the economic challenges in developing countries that support cross-

cultural communities in finding more effective solutions to development issues. We work in the following subject areas: microenterprise/microfinance, health, environment, youth and education, women's empowerment, community development, and human rights.

Requirements:

Positions available: Internship program Pro Corps Volunteering Short-Term Volunteering Paid Fellowships (Program Coordinator). Qualifications vary by position; please see representative for details.

Address:

517 Potrero Avenue, Suite B, San Francisco, California, 94110

Webpage:

www.fsdinternational.org

Contact:

Andie Anderson-Wood, Outreach Coordinator

Phone/Fax/Email

415.283.4873/415.621.5476/info@fsdinternational.org

Grassroots Campaigns, Inc.

■ Jobs ■ Summer Opportunities

About:

Grassroots Campaigns, Inc. is a national firm specializing in building grassroots support for progressive causes, political candidates, public interest campaigns, and non-profit fundraising operations. Currently, they are hiring seniors to work on Presidential Election campaigns to elect a Democratic President in 2008.

Requirements:

Sound communication and motivational skills, work ethic, and desire for political change are essential. Previous field organizing or canvass management experience is a plus, but not an absolute pre-requisite, although prior leadership experience is crucial.

Address:

59 Temple Place, Suite 402, Boston, Massachusetts, 02111

Webpage:

grassrootscampaigns.com

Contact:

Sarah Marini, National Recruiter

Phone/Fax/Email

617.338.7800/617.482.6885/smarini@grassrootscampaigns.com

Historic New England

■ Internships

About:

Historic New England is a museum of cultural history which collects and preserves buildings, landscapes, and objects dating from the seventeenth century to the present and uses them to keep history alive, and to help people develop a deeper understanding and enjoyment of New England life and an appreciation

for its preservation.

Requirements:

Graduate and undergraduate students pursuing degrees in American studies, American history, museum studies, arts, administration, art and architectural history, and related fields. Opportunities are also available to students interested in marketing, public relations, and development in the non-profit sector.

Address:

141 Cambridge Street, Boston, Massachusetts, 02114

Webpage:

www.historicnewengland.org

Contact:

Jennifer Pustz, Museum Historian

Phone/Fax/Email

617.227.3957 ext 251/617.227.9204/

jpustz@historicnewengland.org

hopeFound

■ Jobs ■ Volunteer

About:

hopeFound is a non-profit organization founded in 1984 dedicated to preventing and ending homelessness among adult men and women. Having grown beyond the original shelter program, today hopeFound provides a wide range of services to help homeless individuals achieve self-sufficiency and secure and maintain permanent housing. Formerly known as the Friends of the Shattuck Shelter, the agency was renamed "hopeFound" in September 2007 to better reflect the full scope of services offered. In 2006 hopeFound served 4 359 people in the Greater Boston area through a continuum of services including: street outreach; emergency shelter; addiction treatment; job placement; housing; HIV/AIDS services; and linkages to health and social services.

Requirements:

Varies from an associate's degree to a master's degree depending on the position to be filled. Most of our positions require experienced candidates. We have jobs and volunteer opportunities.

Address:

170 Morton Street, Jamaica Plain, MA, 02130

Webpage:

<http://www.hopefoundboston.org/>

Contact:

Kimberley Stanley-Gonzales, Employment and Benefits Specialist

Phone/Fax/Email

6179830351 ext 19/6179719339/

kstanley@hopefoundboston.org

Horizons for Homeless Children

■ Internships ■ Volunteer

- About:** Being a Playspace Activity Leader (PAL) with Horizons for Homeless Children is a fantastic volunteer commitment that benefits not only the children you are playing with but also their families. You will see as you start volunteering that your visit to the shelter is truly the high point of these children's day. Horizons for Homeless Children currently works with family homeless shelters in 5 regions of Massachusetts: Greater Boston, Central, North, East, and South East. We're looking for a six month commitment of once a week for about 2 hours.
- Requirements:** Volunteers: You must be at least 16 years old. You must be able to commit to 6 months of volunteering Your shift will be two hours once a week at the same time every week
General responsibilities: The Playspace Programs is recruiting an intern who wishes to learn more about the issues affecting homeless children and the management of a volunteer program. The intern would work directly with the Playspace staff in our Jamaica Plain office. This is a non-paying internship. Qualifications: Educational goals in the field of non-profit management, humans services, and/or child development; Commitment and sensitivity to issues related to homelessness; Excellent organizational skills; Excellent interpersonal communication and writing skills; Computer literacy with proficiency in MS Word and MS Access; 8-20 hour weekly minimum commitment. Prefer college junior, senior, or graduate student
- Address:** 1705 Columbus Avenue, Roxbury, Massachusetts, 02119
Webpage: www.horizonsforhomelesschildren.org
Contact: Kerry Mullin, AmeriCorps Vista/ Playspace Programs Coordinator
Phone/Fax/Email: 617-445-1480/617-522-9910/boston@horizonsforhomelesschildren.org

Intercultural Dimensions, Inc.

■ Volunteer ■ Summer Opportunities

- About:** Crossing Cultures Senegal offers a stimulating travel and educational program focused on Senegal, West Africa. The 19th program dates are June 23-July 8, 2008, with extended stay options for field study or volunteer activities.
- Requirements:** Volunteer and summer opportunity to Francophone West Africa available. Desired qualifications: French, adventuresome spirit, flexibility, team work,
- Address:** P.O. Box 391427, Cambridge, Massachusetts, 02139

Webpage: www.interculturaldimensions.org
Contact: Janet L. Ghattas, General Director
Phone/Fax/Email: 617.864.8442/janet.ghattas@gmail.com

Isaacson, Miller

■ Jobs ■ Internships ■ Summer Opportunities

About: Isaacson, Miller is a national executive search firm devoted to recruiting exceptional leaders for mission-driven organizations. Today Isaacson, Miller stands alone as a large, national, retained search firm dedicated to the full range of public and civic missions. We have active practices in higher education, science and social science research, human services, conservation and environmental defense, human and civil rights advocacy, K-12 education, community healthcare, philanthropy, arts, and culture and community-based economic development, with sub-specialties in almost every functional area. Isaacson, Miller is a mission-driven business committed to the recruitment of powerful civic leaders who raise our own and our clients' competitive aspirations.

Requirements: Details to follow.
Address: 334 Boylston Street, Suite 500, Boston, Massachusetts, 02116
Webpage: <http://www.imsearch.com>
Contact: Claudia Deane, Research Director
Phone/Fax/Email: 617-262-6500/617-262-6509/cdeane@imsearch.com

Italian Home for Children

■ Jobs

About: The Italian Home is a residential and day treatment facility for emotionally and behaviorally challenged children of all races, nationalities, and religions. All our children, boys and girls, range in age from 4 to 14 years old. The Italian Home for Children specializes in the assessment and treatment of a variety of behavioral and mental health concerns. Every year Italian Home assists over 300 children. Italian Home provides services to children from throughout Massachusetts.

Requirements: College background; Education and/or experience in a field related to social services; Experience working

with at risk children is highly desirable; Ideal candidates have a passion for excellence; excellent oral and written skills; strong interpersonal team building and collaborative skills; displays an awareness of and is sensitive to multi-cultural issues.

Address:
Webpage:
Contact:
Phone/Fax/Email

1125 Centre Street, Jamaica Plain, MA, 02130
www.italianhome.org
Hazel C. Stamps, Director of Human Resources
617-524-3116 ext 318/617-983-5372/
hazel@italianhome.org

Jewish Women's Archive

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

The mission of the Jewish Women's Archive (JWA) is to uncover, chronicle, and transmit the rich history of American Jewish women. JWA seeks to make known the contributions of outstanding Jewish women of achievement as well as the profound, but often unacknowledged impact Jewish women have had within their local communities. One of the first organizations in the Jewish community to recognize and invest in the potential of the internet for academic, cultural, archival, and educational purposes, JWA continues to innovate in its use of technology to convey and provide access to Jewish women's stories on its website.

Requirements:

SUMMER JOB (for graduating senior): Online Communications Specialist & Bolger (June through September) Qualifications: Bachelor's Degree in English, History, Women's/Gender Studies, Journalism, Communications, or other relevant field; Excellent written, verbal, and listening skills; Familiarity with Web 2.0 tools and their applications; Ability to write for multiple audiences, to blog creatively, and to manage multiple projects without close supervision; Ability to understand and communicate the mission and programs of the Jewish Women's Archive; Effectiveness at gathering, packaging, and disseminating information; Good organizational skills; demonstrated ability to work with variety of people, including staff board members and other individuals. SUMMER INTERNSHIPS (PAID): Projects include: Helping to collect, digitize, and catalogue photographs, artifacts, and oral histories that document experiences of Jewish American women

during WW II; Creating descriptions, finding aids, and search terms for oral histories collected in the past 10 years; Publicizing Making Trouble. our documentary film about Jewish women comedians and developing the film's discussion guide; Converting HTML documents to our new Drupe content management system; Blogging and other online communications Skills needed: Accuracy and attention to detail; Excellent technical skills and comfort Learning new computer software; Knowledge of and interest in women's history; Online and library research skills; Strong writing ability; Telephone skills

Address: 138 Harvard Street, Brookline, Massachusetts, 02446
Webpage: www.jwa.org
Contact: Jordan Name row, Online Communications Specialist
Phone/Fax/Email: 617.383.6761/617.975.0109/jnamerow@jwa.org

Justice Resource Institute

■ Jobs ■ Internships ■ Volunteer

About: Justice Resource Institute is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. Justice Resource Institute pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. JRI works in partnership with individuals, families, communities, and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice in research and in the field in order to inform our continuous search for excellence in service.

Requirements: Please see representative for details.
Address: 545 Boylston Street, Suite 700, Boston, MA, 02116
Webpage: www.jri.org
Contact: Meghan Murphy, Director of Resource Development
Phone/Fax/Email: 617.450.0500/617.450.0501/mmurphy@jri.org

LanguageCorps

■ Jobs

About:

LanguageCorps provides the chance to live and work in fascinating locations while gaining experience crucial to resume building through life-changing international experiences. Our Flagship Program Teachers receive TESOL (Teaching English to Speakers of Other Languages) certification, a guaranteed paid job, a solid local support community and unique language and culture training, empowering them to thrive as professionals abroad. No prior teaching or language experience is necessary and Language Corps Teachers have a variety of academic majors.

Requirements:

Successful Teachers include those who've already spent some time in a country and culture other than their own - and are anxious to do it again! Other strong candidates are those who are genuinely interested in seeing and experiencing new things, intercultural interactions, and living in and learning about new cultures. Flexibility, ability to adapt to a new environment, independent thinking, and a desire to educate children are needed.

Address:

53 Whispering Way, Stow, Massachusetts, 02474

Webpage:

www.languagecorps.com

Contact:

Jessica Doerr, Strategic Development Director

Phone/Fax/Email

877-216-3267/978-562-7721/

jessica.doerr@languagecorps.com

Let's Get Ready

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

Let's Get Ready (LGR) is America's largest network of student-run college access programs. Let's Get Ready guides disadvantaged high school students through the obstacle course of getting to college. We do this by mobilizing, equipping, and empowering hundreds of talented college students to be their College Coaches, mentors, and role-models, providing intensive SAT preparation courses as well as college and financial aid advising. Let's Get Ready programs are developed and supervised by outstanding college students with a gift for leadership and a passion for educational access. LGR's Director and Co-Director Roles are paid

opportunities during the academic year or over the summer in specified locations.

Requirements:

Site Director (Job): Leadership exp./non-profit operations exp. Interest in education. Coach (volunteer): same

Address:

89 South St, Ste 203, Boston, Massachusetts, 02111

Webpage:

www.letsgetready.org

Contact:

Jessica Filante, Assistant Director of Programs

Phone/Fax/Email

617-345-0080/617-478-0378/
jessica.filante.lgr@gmail.com

Lifeworks, Inc.

■ Jobs

About:

Lifeworks Inc. provides homes, jobs, education and support for people living with developmental disabilities, empowering them to lead meaningful lives within the community

Requirements:

BA/BS. Effective oral and written communication skills. Related experience in human services preferred. Car/valid driver's license required

Address:

789 Clapboardtree Street, Westwood, MA, 02090

Webpage:

www.lifeworksma.org

Contact:

Joy Wu, Case Manager

Phone/Fax/Email

781-769-3298 x340/781-551-0045/
jwu@lifeworksma.org

Massachusetts Division of Banks

■ Jobs ■ Internships ■ Summer Opportunities

About:

Massachusetts Division of Banks ("DOB") plays a key role in maintaining depositor confidence in the state's banking system and fostering a positive impact on the Commonwealth's economy. Its mission is to advance the public interest with the highest level of integrity and innovation by ensuring a sound, competitive, and accessible banking and financial services environment. The 150 managers, examiners, and support staff are responsible for conducting financial safety and soundness, consumer compliance, community reinvestment act compliance, information technology, and trust examinations of regulated entities. The DOB is also charged with licensing over 5 000 licensees including mortgage companies, finance companies,

money transmitters, check cashers, and debt collectors. The main office is in Boston with satellite offices in Lakeville, Burlington, and Springfield.

Requirements:

The Division is recruiting for the full-time Bank Examiner II position whose duties include: Compilation and organization of data to determine compliance with applicable statutes; administrative bulletins and directives; assistance in the preparation of various statistical reports; analysis of financial and other relevant data needed to prepare written comments; and preparation and completion of examination or inspection report pages by the proving of accounts and gathering of relevant data. Applicants must have a minimum of a 4 year college degree and should possess strong written and oral communication skills, analytical reasoning strengths, and computer skills. A valid drivers license is necessary as travel throughout Massachusetts and possible overnight and out-of-state travel is required

Address:

One South Station, Boston, Massachusetts, 02110

Webpage:

www.mass.gov/dob

Contact:

Sheila Frackleton, Director of Operations

Phone/Fax/Email

617 956-1500 ext 570/617 956-1597/

sheila.frackleton@state.ma.us

MathPower

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

Math Power has operated a well-known and successful summer camp for students attending Boston Public Schools for over ten years. As part of an early affiliation with The Algebra Project, the Camp's primary mission focused on providing middle school students with a foundation in algebra to help them pursue a college-bound program of study in high school. With the implementation of educational reform in Massachusetts, including a standards-based mathematics curriculum that utilizes an investigative approach and the introduction of MCAS testing, the Camp embarked on developing a broader focus. The clear achievement gap between students within the BPS System is obvious and makes clear the Camp's obligation to adapt and respond. In addition to emphasizing strong math skills, the Camp redesigned the afternoon activities to include more emphasis on

Requirements:

developing aspirations, becoming engaged with one's community, acquiring a love of learning, and developing a realization that each student has the opportunity to learn and grow. A series of parent workshops were offered to support parents in their efforts to guide their children through the K-12 systems and on to postsecondary education. (Teaching assistants must have had at least two years of college experience. Preference is given to candidates that are proficient in mathematics and/or who are pursuing a degree in math, education or math education. Applicants must be able to pass a CORI check. Qualified applicants must have a passionate interest or skill competency in an area in which they are willing to run an afternoon club. These areas may include (but are not limited to) various art forms, sports, politics/local government, architecture, local history, etc.

Address:

26 Nightingale Hall, Northeastern University, 360 Huntington Avenue, Boston, Massachusetts, 02115
www.mathpower.neu.edu

Webpage:**Contact:**

Dr. Cathy L. Livingston, Executive Director

Phone/Fax/Email

617.373.7574/617.373.7575/c.livingston@neu.edu

May Institute

■ Jobs ■ Internships

About:

May Institute provides comprehensive, research-validated services to children and adults with autism, brain injury, mental retardation, pervasive developmental disorder (PDD), and behavioral healthcare needs. May's network of educational, behavioral, and rehabilitative programs blends science with service to help make progress possible for thousands of individuals every year.

Requirements:

Qualifications vary slightly by position. Please see representative for details. In general, bachelors degree and/or experience in related field

Address:

41 Pacella Park Dr, Randolph, Massachusetts, 02368

Webpage:

mayinstitute.org

Contact:

Erin Connors, Director of University and College Relations

Phone/Fax/Email

781.437.1227/781.440.0401/collegerecruiter@mayinstitute.org

MIT Museum

■ Internships ■ Summer Opportunities

About:

The MIT Museum presents a window to the fascinating world of MIT. Founded in 1971, the MIT Museum's original mandate was the collection and preservation of historical artifacts then scattered throughout MIT. In 1980, it began to develop exhibits and educational programs based on the Museum's MIT-focused collections and designed to meet the needs and interests of the MIT community as well as society at large. The Museum is dedicated to collecting, preserving, and exhibiting materials that serve as a resource for the study and interpretation of the intellectual, educational, and social history of the Massachusetts Institute of Technology, and its role in the development of modern science and technology.

Requirements:

Internship: Gallery Educator: Create meaningful personal interactions with museum visitors to make science, technology, and MIT come alive! Gallery Educators answer questions, prompt discovery, and give demonstrations of scientific and engineering concepts in the galleries of MIT Museum. In preparation for this, Gallery Educators study the science and technology material displayed in galleries at MIT Museum and receive training in museum-based teaching.

Address:

265 Massachusetts Avenue, Building N51,
Cambridge, Massachusetts, 02139

Webpage:

<http://mit.edu/museum>

Contact:

Jon Bijur, Programs Manager

Phone/Fax/Email

617.253.9607/617.253.8994/jbijur@mit.edu

Museum of African American History

■ Internships ■ Volunteer ■ Summer Opportunities

About:

The Museum of African American History is New England's largest museum dedicated to preserving, conserving and interpreting the contributions of African Americans. In Boston and Nantucket, the Museum has preserved four historic sites and two Black Heritage Trails that tell the story of organized black communities from the Colonial Period through the 19th century.

Requirements:

Volunteers, Development Intern, Marketing Intern, Collections Intern, Education Intern. Responsibilities vary

Address: by position, please see representative for details.
14 Beacon St., Suite 719 Boston, MA, 02108
Webpage: www.afroammuseum.org
Contact: Juliana Espinosa
Phone/Fax/Email: 617.725.0022/617.720.5225/jespinsosa@afroammuseum.org

Nature's Classroom

■ Jobs ■ Internships

About: Nature's Classroom is an environmental outdoor education program in New England.
Requirements: BA/BS, flexibility, willingness to live in a community
Address: 19 Harrington Rd, Charlton, Massachusetts, 01507
Webpage: www.naturesclassroom.org
Contact: Beth Short, Communications Specialist
Phone/Fax/Email: 313.506.2209/508.248.2945/info@naturesclassroom.org

NFI Massachusetts, Inc.

■ Jobs ■ Internships

About: NFI Massachusetts offers a highly diverse spectrum of community based programs for youths, adults, and families. Those served include adolescents with histories of abuse and neglect, serious emotional and/or behavioral problems, and delinquent youths and adults with mental illness. Various positions are available.
Requirements: Varies by position. See representative.
Address: 10 Harbor St, Danvers, Massachusetts, 01923
Webpage: www.nafi.com
Contact: Jacqueline Ross or Jean Manni, Director of Staff Development
Phone/Fax/Email: 978.882.4821/978.774.2262/Jeanmanni@nafi.com

North Suffolk Mental Health Association

■ Jobs ■ Internships

About: North Suffolk Mental Health Association is a non-profit human services organization. For 45 years, it has been helping individuals with mental health, disability, substance abuse problems, and other daily challenges to achieve independence and discover possibilities.
Requirements: Positions available: direct call, residential counselors,

clinicians, outreach workers, nurses, and social workers
Address: 301 Broadway, Chelsea, Massachusetts, 02150
Webpage: www.northsuffolk.org
Contact: Maura Cox, Recruiter
Phone/Fax/Email: 617.488.5712/617.912.7971/mcox@northsuffolk.org

Organization of Chinese Americans (OCA), New England Chapter

■ Jobs ■ Internships ■ Volunteer

About: The OCA is a national, non-profit, nonpartisan advocacy organization of concerned Chinese and Asian Americans. OCA is dedicated to securing the rights of Chinese American and Asian American citizens and permanent residents through legislative and policy initiatives at all levels of the government. Civic Services, internship and volunteers, mostly in the DC area, some local

Requirements: P.O. Box 644, Belmont, Massachusetts, 02478

Address: www.ocaNewEngland.org
Webpage: Christine Qian, President
Contact: 508.472.0420/n/a/QianLand@yahoo.com
Phone/Fax/Email:

Our Sisters' School

■ Jobs

About: Our Sisters' School is an independent, tuition-free, all-girls middle school that will open in New Bedford in September 2008. The mission of Our Sisters' School is to educate and inspire middle school girls from the greater New Bedford area to reach their full potential in a safe, supportive, and challenging environment. We are in the process of enrolling our first class of students - 15 each in grades 5 and 6. Classroom teachers will be members of the Americorps service program, bringing their academic knowledge, enthusiasm and passion to volunteer as role models, coaches, and educators in our school.

Requirements: We are seeking energetic, enthusiastic, and talented individuals to join our staff as classroom teachers and to assist with the development of the academic and enrichment program at Our Sisters' School. Candidates should possess: history of success in academics; belief that each and every child can achieve at a high level academically, personally, and socially, and that failure is not an option; commitment to

servicing a diverse group of students and families in an urban environment; expertise or interest in organizing enrichment programs for students; undergraduate degree and transcripts of college coursework. **Lead Teacher:** The OSS Lead Teacher will serve as a role model for OSS classroom teachers through coaching and mentoring, while ensuring excellence in academic achievement for our students as a classroom teacher and coordinator of the school's enrichment program. Candidates should possess: experience teaching or working with children, preferably with urban middle-school girls; history of success in academics; commitment to servicing a diverse group of students and families in an urban environment; expertise in organizing and coordinating enrichment programs for students; undergraduate degree and transcripts of college coursework.

Address: P.O. Box 7269, New Bedford, Massachusetts, 02742
Webpage: <http://www.oursistersschool.org>
Contact: Lisa Yates, Executive Director
Phone/Fax/Email: 508-994-1255/508-994-1355/info@oursistersschool.org

Peace Corps

■ Volunteer

About: In 1961, President John F. Kennedy established the Peace Corps to promote world peace and friendship. The Peace Corps' mission has three simple goals: helping the people of interested countries in meeting their need for trained men and women; helping promote a better understanding of Americans on the part of the peoples served; helping promote a better understanding of other peoples on the part of Americans.

Requirements: Creative, Self-directed, Organized, Flexible, open-minded, adventurous, and more
Address: 10 Causeway Street, Room 450, Boston, Massachusetts, 02222
Webpage: www.peacecorps.gov
Contact: Jennifer Zeisler, Recruiter
Phone/Fax/Email: 617-565-5542/617-565-5539/jzeisler@peacecorps.gov

Phillips Exeter Academy

■ Internships

About:

Phillips Exeter Academy is a coeducational, independent preparatory school for students in grades 9-12. Instructors teach classes that have an average size of 12 students, and the students come from 46 states and 29 countries. The school's mission is to foster both goodness and knowledge in all areas of school life, in the classroom, on the playing fields' in extracurricular activities, and in the residence halls where a majority of the students and many of the faculty members live.

Requirements:

Phillips Exeter will be hiring one year interns in technical theatre, choral, English, Physical Education, Athletic Training, and possibly Community Service. Candidates should have a bachelor's degree by the spring of 2008 and academic and work experience in their field of interest.

Address:

20 Main St, PEA, Exeter, New Hampshire, 03833

Webpage:

www.exeter.edu

Contact:

Ron Kim, Associate Dean of Faculty

Phone/Fax/Email

603 777 3403/603 777 4393/rkim@exeter.edu

Primary Source

■ Internships

About:

Primary Source is a resource center for K-12 teachers with the mission of "educating for global understanding". We offer graduate-level courses, study tours, and workshops on the history and culture of various regions of the globe including Asia, Africa, the Middle East, Latin America, and the United States.

Requirements:

The ideal internship candidate will be interested in global education. We are looking for someone who is detail-oriented and independent. Good writing skills are important. The candidate should have a facility with various computer skills, i.e. internet research word processing and spreadsheets.

Address:

101 Walnut Street, Watertown, Massachusetts, 02132

Webpage:

<http://www.primarysource.org>

Contact:

Abby Detweiler, Director of Program Operations

Phone/Fax/Email

617-923-9933 x20/617-923-0975/abby@primarysource.org

REACH Beyond Domestic Violence

■ Internships ■ Volunteer ■ Summer Opportunities

About:

REACH Beyond Domestic Violence is a non-profit domestic violence agency serving 27 cities in Metrowest Boston. REACH provides community and residential services to survivors of domestic and dating violence and their families including: emergency shelter, 24-hour hotline, legal advocacy, support groups, child and adolescent therapy, and community education. All direct services are free and confidential.

Requirements:

Volunteer/Intern: REACH accepts volunteers & interns with varied levels of professional and volunteer experience. All volunteers/interns working with our direct services are required to fulfill a 36-hour training component.

Address:

PO Box 540024, Waltham, Massachusetts, 02454

Webpage:

www.reachma.org

Contact:

Joanne Patterson, Community Outreach & Education Coordinator

Phone/Fax/Email

781.891.0724 x105/781.891.3861/jo@reachma.org

Resist, Inc.

■ Internships

About:

Resist, Inc. is a foundation that was formed in 1967 as part of the anti-war and anti-draft efforts during the Vietnam War. Today, Resist, Inc. funds small budget groups in the US who struggle towards a broad vision of social justice.

Requirements:

Please see representative at the career fair.

Address:

259 Elm Street, Suite #201, Somerville, MA, 02144

Webpage:

www.resistinc.org

Contact:

Yafreisy Mejia, Administrative Director

Phone/Fax/Email

617.623.5110/n/a/yafreisym@resistinc.org

Riverside Community Care

■ Jobs ■ Internships

About:

Riverside Community Care is a large and growing non-profit healthcare and human services organization. We offer a wide range of clinical and rehabilitative programs in over 60 communities in eastern and central Massachusetts. Our staff provides community-

based mental health care, mental retardation services, substance abuse treatment, and specialized health and social services. Riverside is well known for high quality services, excellent staff training, opportunities for advancement, competitive salaries and comprehensive benefits.

Requirements:

Bachelor degree in social services, psychology or human services

Address:

450 Washington Street, Suite 207, Dedham, Massachusetts, 02026

Webpage:

www.riversidecc.org

Contact:

Carol Jerry, Recruitment Director

Phone/Fax/Email

781.329.0909/781.320.3603/cjerry@riversidecc.org

Social Capital, Inc.

■ Jobs

About:

The mission of Social Capital Inc. (SCI) is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities. This increase in 'social capital' will result in communities that are safer, healthier, and more vital. SCI currently operates programs in Woburn, Dorchester, and Lynn, MA, running civic engagement initiatives in the areas of Engaging Youth, Building Bridges, Connecting Citizens. and Developing Leaders.

Requirements:

A commitment to national service and the mission of SCI; A clear plan for living on the AmeriCorps stipend in the Greater Boston area; Ability to work in a team and independently; Good written and oral English communication skills; bilingual communication skills a plus; The desire to work with diverse constituencies; Knowledge of community served a plus; regular access to a car (required for Woburn and helpful for Lynn positions); College degree or coursework is preferred

Address:

165M New Boston Street, Suite 233, Woburn, MA, 01801

Webpage:

<http://www.socialcapitalinc.org>

Contact:

Crystal Johnson, Flagship Program Director

Phone/Fax/Email

781-935-2244/781-935-6435/
cjohnson@socialcapitalinc.org

Sports4Kids

■ Jobs

About:

Sports4Kids is a non-profit organization whose mission is to improve the health and well-being of children by increasing opportunities for physical activity and safe, meaningful play. Our staff culture is based on a fun, playful and exuberant model. Sports4Kids now partners with more than 115 schools throughout the San Francisco Bay Area and in Baltimore, Boston, and Washington DC, reaching nearly 50,000 children on a daily basis.

Requirements:

College degree preferred and/or demonstrated experience leading groups of children in a youth program/school setting; experience working with small and large groups of children; positive group management skills; understanding of youth development principles and practices, especially relating to issues of equity, inclusion, and healthy competition within sports and physical activity; experience interacting with diverse communities and community organizations; ability to manage assorted tasks with a focus on enhancing the experience for youth during the school day; ability to integrate into an existing school community; ability to offer a variety of approaches to sports and physical activity; sense of humor and flexibility; commitment to young people, sports play, education, and community change a must; conversational ability in one of the following languages a plus: Spanish, Cantonese, Mandarin, Vietnamese, Tagalog, Cambodian

Address:

209 Green St., 2nd Floor, Boston, MA, 02130

Webpage:

www.Sports4Kids.org

Contact:

Justin Robinson, Recruiter

Phone/Fax/Email

510-893-4180/510-893-4378/
jrobinson@sports4kids.org

St. HOPE- Hood Corps Fellowship Program

■ Jobs

About:

The Hood Corps Fellowship program, which is a component of the St. HOPE model, is a highly selective and intensive leadership training service program similar to the Peace Corps in which Hood Corps "Fellows" live and work in an inner city

community. The goal of the Fellowship is to provide recent college graduates with the understanding and expertise needed to develop effective solutions to urban challenges, and to act as voices for underserved individuals and inner-city communities nationwide. St. HOPE's mission is to revitalize inner city communities through public education, economic development, civic leadership, and the arts.

Requirements:

For Fellowship-college graduate, demonstrated academic excellence, very motivated, willing to be challenged, and desire to serve in inner city.

Address:

3400 3rd Ave, Sacramento, California, 95817

Webpage:

www.sthope.org

Contact:

Torry Winn, National Director

Phone/Fax/Email

916-275-9510/916-452-7177/twinn@sthope.org

South Shore Natural Science Center

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

The South Shore Natural Science Center is an environmental education organization established in 1962. Our mission is to provide natural science experiences that educate, excite, and commit every generation to preserve the environment and to encourage responsible use stewardship and enjoyment of our natural resources.

Requirements:

Ideal candidates will have a strong background in natural science and education. Please send cover letter indicating type of position applying for why you are interested in this position and your qualifications; along with your resume to the Education Director either by mail or email.

Address:

48 Jacobs Lane, Norwell, MA 02061

Webpage:

www.ssnsnc.org

Contact:

Mary Lou Hammond, Education Director

Phone/Fax/Email

781.659.2559/781.659.5924 /education@ssnsnc.org

Students Partnership Worldwide

■ Internships ■ Volunteer

About: SPW is a youth-led, international development organization which recruits and trains young people (aged 18-28) to volunteer as Peer Educators. SPW volunteers live and work in partnership with a local volunteer to lead health and environment programs in rural communities of sub-Saharan Africa and South Asia.

Requirements: Volunteer: Minimum HS diploma and 18 yrs old
Internship: BA/BS, interest in international development, volunteer management, and/or public health.

Address: 1413 K St NW, 5th Floor, Washington D.C.,20005
Webpage: www.spw-usa.org
Contact: Julia Slocum, Volunteer & Outreach Coordinator
Phone/Fax/Email: 202.289.0914/202.408.1429/volunteers@spw-usa.org

Teach for America

■ Jobs ■ Internships

About: Teach for America is the national corps of outstanding college graduates who commit two years to teach in urban and rural public schools and become lifelong leaders in the effort to expand educational opportunity.

Requirements: Please see representative.

Address: 315 W. 36th Street, New York, New York 10018
Webpage: www.teachforamerica.org
Contact: Joanna Hutko, Recruitment Associate
Phone/Fax/Email: 212.279.2080 x389/212.279.2081

The Barton Center for Diabetes

■ Summer Opportunities

About: The Barton Center works to improve the lives of children with insulin-dependent diabetes through education, recreation, and support programs where we inspire and empower.

Requirements: Must be 17 or older, first aid and CPR certified, will serve as a cabin counselor at residential camp

Address: 30 Ennis Road, P.O. Box 356, North Oxford, MA, 01537
Webpage: none provided
Contact: Kylee Driscoll, Program Coordinator
Phone/Fax/Email: 508.987.2056/508.987.2002/kylee.driscoll@BartonCenter.org

The CASA Project, Inc.

■ Volunteer

About: Primarily we seek volunteers to be appointed as Guardians Ad Litem for abused and neglected children in the Worcester County Juvenile Courts.

Requirements: Volunteers need to be 21 years old. Qualities include: maturity, objectivity, ability to commit to 2 years in the Worcester area. CORI and Sexual Offender checks, 3 references, interview

Address: 100 Grove Street, Worcester, Massachusetts, 01609

Webpage: www.thecasaproject.org

Contact: Elizabeth Johnson Tsang, Community Resource Coordinator

Phone/Fax/Email: 508.757.9877/508.792.1542/liz@thecasaproject.org

The Center for STEM Education @ Northeastern University

■ Jobs ■ Summer Opportunities

About: The Center for STEM Education at Northeastern University serves as the connecting link for all university STEM (science, technology, engineering, and mathematics) departments engaged in K-12 outreach. We offer a number of programs aimed at improving STEM teaching and learning across the Greater Boston region. One such program is the ExxonMobil Bernard Harris Summer Science Program in which 48 middle school students live and learn at NU for two weeks. This summer the program will run from July 6-July 18. We are currently looking for day and evening counselors. College students who are interested in STEM and/or K-12 outreach and are patient, responsible, and energetic are encouraged to apply. Past experience in working with children of this age group a definite plus.

Requirements: This is a summer job position from June 30-18. Orientation is the week of June 30 with the camp beginning on July 6. Candidates should be undergrad or graduate college students with an interest in STEM and working with middle school-age students.

Address: 360 Huntington Avenue, 026 NI, Boston, Massachusetts, 02115

Webpage: www.stem.neu.edu/bhssc.htm

Contact: Kelly Malanych, Implementation Coordinator

Phone/Fax/Email: 617.373.8380/617.373.8924/K.Malanych@neu.edu

The Choice Program

■ Jobs

About:

The Choice Program is a community-based, family-centered case management approach to delinquency prevention and youth development. Focusing on providing support in at-risk environments, The Choice Program empowers youth and engages families through a multitude of services adapted to individual needs. The program seeks to foster resiliency in young people by promoting protective factors to mitigate risk in their daily lives. The Choice Program employs college graduates from diverse backgrounds and fields to serve in a one-year position as a Caseworker. The commitment provides Caseworkers extensive training, professional experience and opportunities for personal and career development. Recognized by the Corporation for National and Community Service Choice, caseworkers receive an AmeriCorps Education Award upon completion of contract.

Requirements:

Bachelor's Degree required, good oral and written communication skills, ability to work individually and as a team member, can maintain flexible schedule to include evenings and weekends, has legally-registered vehicle for employment use, valid state driver's license and required automobile insurance.

Address:

UMBC- The Shriver Center, 1000 Hilltop Circle,
Baltimore, Maryland, 21250

Webpage:

www.choiceprograms.org

Contact:

Vanessa Njoroge, Personnel Coordinator

Phone/Fax/Email

443-615-3044/410-455-1074/vanessan@umbc.edu

The Fund for Public Interest Research

■ Jobs

About:

The Fund for Public Interest Research, founded in 1982, is the leading citizen outreach organization in the country. We tackle our nation's toughest challenges: global warming, renewable energy standards, campaign finance reform, and equality for GLBT Americans. Our mission is to raise money, build public support, and win campaigns for top progressive groups like: The Sierra Club, Environmental Action, U.S. PIRG, and the Human Rights Campaign.

Requirements:

We look for smart people with strong leadership skills who view challenges as opportunities, who are willing to work hard to make change, and who have a passion to fight for the public interest. This is an entry-level position.

Address:

44 Winter St., 4th Fl, Boston, Massachusetts, 02108

Webpage:

www.ffpir.org

Contact:

Melanie Thomas, Recruitment Administrator

Phone/Fax/Email

617-747-4422/617-292-8057/mthomas@ffpir.org

The Leukemia & Lymphoma Society

■ Internships ■ Volunteer ■ Summer Opportunities

About:

The Leukemia & Lymphoma Society is the world's largest voluntary health organization dedicated to funding blood cancer research and providing education and patient services. The Society's mission: Cure leukemia, lymphoma, Hodgkin's disease, and myeloma, and improve the quality of life of patients and their families.

Requirements:

Internship: Strong communication skills both in-person and on the phone; Ability to multi-task and prioritize; Proficiency in Microsoft Office; ability to learn LLS' database and software; Strong interpersonal skills; ability to work as part of a team; Willing to work 15-25 hours a week; reliable transportation to Natick office and surrounding Boston areas; Excellent follow through; Dependable; At least one year of college/university experience

Address:

9 Erie Drive, Suite 101, Natick, Massachusetts, 01760

Webpage:

www.lls.org

Contact:

Corie Hoffberger, Campaign Coordinator

Phone/Fax/Email

508-810-1317/508-810-1350/

Corie.Hoffberger@lls.org

The MATCH School

■ Jobs

About:

The MATCH Corps program is a group of 45 recent college graduates who work one-on-one with five Boston high school students each day for one entire academic year. This full-time service year program is designed to fully close the academic Achievement Gap between minority students and their non-minority

peers, one student at a time. Each Corps member works to guarantee the academic success of MATCH students while building personal relationships. Corps members live in modern dorm-style housing on the 3rd floor of the MATCH school. Corps members also have secondary projects such as teaching assistant to a classroom subject teacher, coaching teams, leading clubs, or assisting the faculty and administration. Bachelor's Degree, passion for social equity, hard-working.

Requirements:

Address:

Webpage:

Contact:

Phone/Fax/Email

1001 Commonwealth Avenue, Boston, MA, 02215

www.matcheschool.org

Ross Trudeau, Director of Recruiting

617 232 0300 x 135/617 232 2838/

recruiting@matcheschool.org

The New England Center for Children

■ Jobs ■ Internships

About:

NECC's primary mission is to increase the skills of individuals with autism through the use of applied behavior analysis (ABA). NECC provides comprehensive educational, residential, and clinical services for over 200 children, adolescents, and young adults. Additionally, NECC is associated with master's degree programs at Simmons College (MA in Special Needs) and Northeastern University (MA in Applied Behavior Analysis)

Requirements:

Varies by position. See representative

Address:

33 Turnpike Rd, Southboro, Massachusetts, 01772

Webpage:

www.necc.org

Contact:

Cathy Colella, Staff Recruiter

Phone/Fax/Email

508.481.1015 ext 3229/508.485.3421/

ccolella@necc.org

Thompson Island Outward Bound

■ Jobs ■ Internships ■ Summer Opportunities

About:

Thompson Island Outward Bound is a not-for-profit organization whose primary purpose is to provide adventurous and challenging experiential learning programs that inspire character development, compassion, community service, environmental responsibility and academic achievement. Our

organization principally serves early adolescents from all economic and social communities of greater metropolitan Boston, and the institutions and adults who support them.

Requirements:

Lead Instructor: Instructors are primarily responsible for the safety of students in the context of a course. An understanding of and sincere belief in the Outward Bound philosophy is critical. Lead instructors need a wide range of outdoor skills (canoeing, hiking, rock-climbing, sailing, camping, etc.), skill in leading initiatives and facilitating challenge courses, human relations and teaching experience, and leadership ability. WFR and CPR certification is required.

Assistant Instructor: This position requires the same maturity and skills as a lead instructor. Assistant instructors may work in the field under supervision or facilitate alone for single-day courses on the island.

Most assistant instructors work for one season before moving up to lead instructor. This position requires a minimum of WFA and CPR certification.

Interns: Internships are offered throughout all program areas for those who need to build experience. Interns support instructor teams, specialists and logistics, ensuring that a safe, quality, Outward Bound course is delivered to all students.

Address:
Webpage:
Contact:
Phone/Fax/Email

PO Box 127, Boston, Massachusetts, 02127
<http://www.thompsonisland.org>
Zach See, Director of Staffing
617-830-5143/617-426-5637/
zsee@thompsonisland.org

United States Army

■ Jobs

About:
Requirements:

Government, Military
US Citizen, Naturalized, Permanent Resident. 17-42 years of age.

Address:
Webpage:
Contact:
Phone/Fax/Email

372 Washington Street, Westwood, MA, 02090
www.goarmy.com
Staff Sergeant Nancianne French, Recruiter
781-330-6093/781-251-0129/
nancianne.french@usarec.army.mil

University of the Wild

■ Jobs ■ Internships ■ Volunteer ■ Summer Opportunities

About:

University of the Wild is an Earth-based higher education program that offers mentored, self-directed, and experiential learning and living in community. Combining contemporary and ancient wisdom, the curriculum integrates self, community, and the natural world. Through its residential programs, intensives, and college and university partnerships, University of the Wild is at the forefront of growing a new and sustainable culture.

Requirements:

Summer opportunities: We are running a 3 month residential program in sustainable living called the Ecological Living Project. We are looking for 10-12 participants who will come together to co-create a learning community. Mentors and specialists will guide the process, helping participants find their inner wisdom and the skills to live in balance. Participants must have a passion for exploring sustainable living and be committed to self-directed learning, personal growth, and community building. Caretaker Position: this is a 6 month opportunity to run an environmental program center. Candidates must have great communication skills, attention to detail, handy fix-it skills, an interest in living in a close-knit community and a passion for living sustainably. Possible need of short term volunteers or longer stay interns during the Fall season.

Address:

39 Glasheen Road, Petersham, Massachusetts, 01366

Webpage:

www.universityofthewild.org

Contact:

Nika Fotopulos, Project Director

Phone/Fax/Email

(978) 724-3448/--/nika@universityofthewild.org

Urban Ecology Institute

■ Internships ■ Volunteer ■ Summer Opportunities

About:

The Urban Ecology Institute is a nonprofit dedicated to improving the health of Boston's communities through environmental education, action, and advocacy programs.

Requirements:

Interest in ecology, sciences, education; desire to work with youth and non-profit; commitment to one volunteer session per week for academic or summer season.

Address: 355 Higgins Hall, 140 Commonwealth Avenue,
Chestnut Hill, Massachusetts,02467
Webpage: www.urbaneco.org
Contact: Logan Walsh, Coordinator of Volunteer Recruitment
Phone/Fax/Email 617.552.1161/617.552.1198/volunteer@urbaneco.org

Walnut Street Center, Inc.

■ Jobs ■ Summer Opportunities

About: Walnut Street Center, Inc is a non-profit human services agency providing residential, day, and individual and family supports to adults with developmental disabilities in the Somerville, Arlington, and Cambridge communities.

Requirements: Job: Some college coursework in psychology, social work, human services etc. preferred

Address: 35 Charlestown Street, Somerville, MA, 02143
Webpage: www.wscinc.org
Contact: Kristina McCarthy, HR Director
Phone/Fax/Email 617.776.1448/617.629.3568/mccarthyk@wscinc.org

WorldTeach

■ Volunteer ■ Summer Opportunities

About: WorldTeach is a non-profit, non-governmental organization that provides opportunities for individuals to make a meaningful contribution to international education by living and working as volunteer teachers in developing countries.

Requirements: Year-long positions: graduate degree required
Summer-long positions: must be 18 years of age or older

Address: One Brattle Square Fifth Floor, Cambridge,
Massachusetts, 02138
Webpage: www.worldteach.org
Contact: Dahm Choi, Director of Admissions and Recruiting
Phone/Fax/Email 617-495-5527/617-495-1599/info@worldteach.org

YAI/National Institute for People with Disabilities

■ Jobs ■ Internships ■ Summer Opportunities

About:

YAI is an award winning nationally acclaimed network of not-for-profit health and human services agencies dedicated to building brighter futures for people with developmental disabilities and their families.

Requirements:

Experience not necessary; we will provide paid training. We are interested in flexible, motivated, and open candidates with good communication skills and who are team players.

Address:

Administrative Office, 460 W 34th Street, New York, New York, 10001

Webpage:

www.yai.org; www.yai.dreamcareers.org

Contact:

Lisa St. John-Meditz, Resource Management Specialist

Phone/Fax/Email

518.793.1342/518.745.5632/ lisa.st.john-meditz@yai.org

NOT-FOR-PROFIT AND PUBLIC SERVICE WORK

Working in a Not-for-Profit

Unlike the business sector where decisions are based on making profits, in not-for-profits, decisions are made primarily in accordance with the organization's mission of service to society. Revenues raised above expenses are channeled back into the work of the organization instead of distributed to shareholders.

Not-for-profit staff members share a commitment to the mission of the organization with their colleagues. While not-for-profits typically pay less than for-profit organizations, often they offer more benefits such as increased vacation time, the opportunity to attend programs at no cost, or a more casual working environment. Frequently, and particularly in small not-for-profits, staff members are asked to perform a variety of tasks.

The ability to move among the not-for-profit, for-profit, and public service sectors is in large measure dependent upon your credentials, your job responsibilities, and the relative size of the organizations involved. In smaller organizations, you will find more generalists – in larger organizations, more specialists. Preparation for leading a larger organization usually requires specialized knowledge of one or more areas.

Not-for-Profit Job Search Timeline

Conducting a job search for a position with a not-for-profit (NFP) organization is very much like looking for a position with a for-profit organization. There are, however, some important differences.

The hiring cycle for positions offered by for-profit companies that recruit on campus is very predictable. For-profit companies that do not recruit vary considerably in their hiring cycles. Not-for-profits also vary, with many not able to anticipate their staffing needs until the spring.

Below is a spring and summer timeline for exploring not-for-profit careers and conducting a job search in this sector:

February-March

- Plan to attend one or all of the CWS sponsored not-for-profit fairs, held at Wellesley College, at Bryn Mawr/Haverford (Philadelphia), and at Columbia (New York City).
- Research organizations participating in the Not-for-Profit Career Fairs.
- In addition to the CWS-sponsored career fairs, be sure to check out other job fairs held throughout the country and sponsored by organizations such as idealist.org.
- Check monsterTRAK for current job listings in the not-for-profit sector targeted for Wellesley students.
- Visit the job listing Web sites found under External Links on the CWS Web site.
- Send out resumes and cover letters as well as letters of inquiry to potential employers.
- Schedule interviews with potential employers during Spring Break.

March-April

- Check monsterTRAK to find current listings of jobs in the not-for-profit sector.

- Visit the job listing Web sites found under External Links on the CWS Web site.
- Use the W Network. Conduct informational and job interviews during Spring Break.

May

- Continue to use the W Network.
- Check monsterTRAK to find current listings of jobs in the not-for-profit sector.
- Visit the job listing Web sites found under External Links on the CWS Web site.
- Continue to conduct informational and job interviews until you land the job you want.
- If you do not find a job, consider accepting an internship as a way to gain more experience and to establish contacts within an organization.

June-July-August

- Many new alumnae begin the job search after graduation. The Center for Work and Service is open in June and August (closed in July). Counselors are available to meet with alumnae by appointment. For-profit, not-for-profit, and public service job listings on monsterTRAK are kept current throughout the year.

Working in Public Service

Conducting a job search for a position in the public sector, i.e. the government, is very much like looking for a position with a for-profit or not-for-profit organization. There are, however, some important differences.

Most government agencies cannot anticipate their staffing needs until a few weeks before an opening will become available, which is why networking is such a critical component of the public sector job search. Important exceptions to this rule include the Foreign Service, which conducts its initial test to begin the lengthy process of application approximately once each year and the Peace Corps, which participates in the on-campus CWS Recruiting Program.

Wellesley's Not-for-Profit Career Fair is held in the spring. Some government agencies are represented as well. Students interested in public service work are advised to conduct research, refine their resumes and cover letters, complete internships, and network with potential employers during their undergraduate years. The importance of networking cannot be over-emphasized, particularly for students who would like to work on Capitol Hill, as vacancies are often filled through word-of-mouth.

Public Service Job Search Timeline

Below is a spring and summer timeline for exploring government and public service careers and conducting a job search in this sector.

February-March

- Plan to attend one or all of the CWS sponsored not-for-profit fairs, held at Wellesley College, at Bryn Mawr/Haverford (Philadelphia), and at Columbia (New York City).
- Research organizations participating in the Not-for-Profit Career Fairs.
- In addition to the CWS-sponsored career fairs, be sure to check out other job fairs held throughout the country and sponsored by organizations such as idealist .org.

- Check monsterTRAK for current job listings in public service sector targeted for Wellesley students.
- Send out resumes and cover letters as well as letters of inquiry to potential employers.
- Schedule interviews with potential employers during Spring Break.

March-April

- Check monsterTRAK to find current listings of jobs in the public service sector.
- Use the W Network.
- Conduct informational and job interviews during Spring Break.

May

- Continue to conduct informational and job interviews until you land the job you want.
- Check monsterTRAK to find current listings of jobs in the public service sector.
- If you do not find a job, consider accepting an internship as a way to gain more experience and to establish contacts within an organization.

June-July-August

- Many new alumnae begin job searches after graduation. The Center for Work and Service is open in June and August (closed in July). Counselors are available to meet with alumnae by appointment. For-profit, not-for-profit, and public service job listings on monsterTRAK are kept current throughout the year.

Center for Work and Service

RESOURCES FOR NOT-FOR-PROFIT AND PUBLIC SERVICE CAREERS

The Not-for-Profit and Public Service Program provides a comprehensive structure to support students conducting a not-for profit or public service job or internship search, including:

Not-for-Profit and Public Service Career Fair

Not-for-Profit and Public Service Job Search Track

The Not-for-Profit and Public Service Job Search Track offers an individualized approach to the job search and recruiting, tailored to those interested in social responsibility and service.

Elizabeth O'Connell is the Director of Not-for-Profit and Public Service Programs in the Center for Work and Service and is available for full counseling and drop-in appointments with students. The student coordinators of the program are Laura Diss '08 and Bebe Zhao '10.

Alumnae Panels and Programs

Alumnae and other professionals working in the not-for-profit and public service sectors are invited to campus to speak about their careers. In the fall, an alumnae networking night is held that includes a panel discussion followed by one-on-one conversations.

Not-for-Profit and Public Service e-Newsletter

Seniors receive a weekly electronic newsletter offering practical suggestions and resources for conducting a job search in the not-for-profit and public service sectors. An e-newsletter targeted to juniors, but also available to sophomores and first-years, is distributed periodically.

Internet and Library Resources

Wellesley's not-for-profit and public service resources are available online at www.wellesley.edu/CWS. Wireless access, a bank of computers, and books and periodicals are all available in the Center for Work and Service Library.

The W (Wellesley) Network

The W Network is online searchable directory that contains contact information for more than 33,000 alumnae who have volunteered to provide career advice and information. This database may be searched in a variety of ways, including on undergraduate major and employer name.

Internship Stipends

Sophomores, juniors, and seniors seeking summer internships may apply to the Center for Work and Service for a stipend. Following a competitive selection process, over 200 students may receive awards averaging \$3,500. The majority of funded internships are for positions in service organizations.

Career Counseling

All of our career counselors are trained to work with students and alumnae who are interested in not-for-profit and public service careers.

For more information about our Not-for-Profit and Public Service Program or to sign up to receive our email newsletter, please contact Elizabeth O'Connell at (781) 283-2349 or at eoconnell@wellesley.edu.