Job title: Retail Sales Representative
Company: Verizon Wireless
Various Locations:
745 Boylston St, Boston, MA, 02116; 826 Providence Hwy, Dedham, MA, 02026; 340 Washington St, Boston, MA 02108, 770 Gallivan Blvd, Dorchester, MA 02122; 13 Boylston St, Chestnut Hill, MA 02467; 100 Cambridgeside Pl, Cambridge, MA 02141; 95 Mount Auburn St, Cambridge, MA 02138
Contact: Alissa Betancourt; Phone: 866-722-9848 Email: alissa.belcourt@verizonwireless.com
Website: www.verizonwireless.com

Job Description: You're focused on your future – on finding the right fit for your talent and charisma, and making your presence known. And when you join Verizon Wireless, you'll find unlimited opportunities to evolve, excel and amplify your success with a company that's continually redefining the communications industry. If you're ready to make your mark with a team that thrives on collaboration, you need to consider a future as a Verizon Wireless Retail Sales Representative.

Your record is defined by meeting challenges head-on and always striving for excellence. And it's that tireless drive, coupled with your strong interpersonal skills and natural instinct to see opportunities at every turn, that sets you apart – and makes you a perfect fit for our team.

Job Requirements: We're looking for someone who has what it takes to close sales, beat quotas and rack up commissions.
Preferred Qualifications
• 1-2 years of sales experience in a commission environment
• A college degree is preferred
• Bilingual Spanish skills are a definite plus
You must also be able to move throughout the store to actively engage customers, demonstrate products, and effectively execute the sales function.

In return for your talent and dedication, we'll proudly support you with comprehensive benefits worthy of the name Total Rewards, including:
• Award-winning training
• Competitive salary
• Medical/dental/vision from day one
• 401(k)
• Work-life programs
• Phone discounts
• Generous tuition assistance
• Unlimited opportunities to maximize your career potential

Take a giant leap toward a career for everything you are. Visit us at careersatverizonwireless.com. We are an equal opportunity employer m/f/d/v.

Deadline: 7/5/2014
CitySprouts

678 Massachusetts Avenue, Cambridge, MA 02139

Jane Hirschi

Phone: 617.876.2436 Email: kgoldstein@citysprouts.org

Website: www.citysprouts.org

Job title: Garden Coordinator

Seasonal: April 1 – Nov. 30
40 hrs/week
Start Date: July 21, 2014
Reports to Program Director
Base $17 per hour

Resume, cover letter and 2 references to Jane Hirschi, jhirschi@citysprouts.org

Company Description: CitySprouts is a nonprofit school garden organization that partners with public schools in Boston and Cambridge to integrate academic and environmental education in the schools and neighborhood. CitySprouts provides its partner schools with on-site gardens that function as outdoor classrooms; on-going maintenance and development of these outdoor classroom gardens; support to teachers in integrating their classroom curricula outside to the school garden; and in Cambridge, a summer internship program for youth ages 11-13.

Job Description: The Garden Coordinator is a seasonal position, spring through fall. The Garden Coordinator maintains the physical space, supports teachers’ use of the garden for teaching during the school year, and leads one section of the 8-week summer youth internship program.

Job Responsibilities

- Maintain schools’ outdoor classroom gardens as an educational resource for teachers and the school community
- Maintain an attractive & functional garden space with a variety of edible crops, flowers, native species, and specialty plants throughout the growing season, using best practices in organic gardening
- Ensure that teachers and other community members have access to the school garden resources

Encourage & support teachers’ use of the CitySprouts garden for instruction
- Serve as the garden “expert” to the school community
- Coordinate use of the growing space for teachers, school staff and community partners, ensuring that children at all grade levels have access to garden experience
- Provide technical support to teachers as they develop garden-based extensions to classroom lessons and units
- Document teachers’ garden use at each school

Develop team approach to four partner schools
- Coordinate service to each school partner to maximize support to teachers, out-of-school time opportunities for children and youth

Lead teams of middle school youth in CitySprouts summer program
- Teach gardening and cooking skills and environmental science to school-based teams of youth in 5th, 6th, 7th and 8th grades
- mentor a college student intern in CitySprouts summer program, helping him or her develop garden educator and leadership skills

The Garden Coordinator is responsible for four school partners, allocating approximately 8 hours/week to each school with additional time each week for team projects.

Job Requirements: Qualifications
● Experience teaching children in a public school setting, preferably outdoor education
● Experience working with middle school-aged youth
● Experience managing a food-growing garden
● Experience managing staff or mentoring interns and volunteers
● Working knowledge of organic gardening practices
● Strong communication and organizational skills
● Ability to do physical work outside
● Access to a car or truck for occasional use

Deadline to apply: 6/6/2014

Harvard Neuromotor Control Lab
60 Oxford St. Room 402, Cambridge, MA 02138

Emerson Fang

Phone: 617-384-7902 Email: motorlab.experiments@gmail.com

Email: http://www.seas.harvard.edu/motorlab/
Job Title: Experiment Subject $15/hr!

Website: To apply, fill the form at tinyurl.com/motorform.

Job Description: Are you 18 years and over? Are you a healthy individual with no known neurological conditions, serious arm injuries, or severe back pain? If so, you may be able to participate in studies run by the Neuromotor Control Lab at Harvard University (10 minute walk from Harvard T Stop). You would be asked to do one of either two tasks: 1) sit in front of a computer monitor and make repeated reaching arm movements 2) lift cubes repeatedly. The experiments are non-invasive, safe, and pay $15/hr. Experiment times depend on the schedules of the testers, but in general are very flexible (weekends and evenings are available). Note: New participants will be given higher priority in scheduling. If interested, please fill our online form at tinyurl.com/motorform.

For more information, see our website at http://www.seas.harvard.edu/motorlab

We are looking for individuals that can come in for sessions of 1-3 hrs, with experiments possibly lasting multiple days. NO RESUME NEEDED - just fill the form at tinyurl.com/motorform, and we will contact you via email.

Deadline to apply: 7/12/2014

Cigital

21351 Ridgetop Circle, Suite 400, Sterling, VA, 20166

Kirsten De Gennaro

Phone: 703-404-9293 X2804 Email: kdegennaro@cigital.com

Website: www.cigital.com

Job title: Recruiting Coordinator

Job Description: Cigital is looking for a full-time or contract Associate Security Consultant based in the Boston area – to parachute in wherever software insecurity invades, and to stomp out bugs and flaws wherever they hide.

Company Description: About Cigital:
Cigital, Inc. is the leading software security and quality consulting firm. Established in 1992, Cigital plans and implements initiatives to help ensure customers have secure, reliable applications. We improve how they build and deploy software, and we have fun doing it. The daily news gives you a taste of what companies face but if you’re in our field you get to see how serious these problems really are. Whether they’re banks, TV networks, or game designers – when businesses get serious about software security, they call Cigital.

Job Description: Static analysis is quickly turning into the pivot of the software security industry. Yet, the world doesn’t have enough minds with static analysis know-how. Join Cigital’s industry-leading Static Analysis practice to help spearhead the market to the next level while sharpening your technical and consulting skills! Come talk to our practice folks and see why this space is an awesome way to fast-track your career!

As an Associate Consultant, you will be assisting clients in learning, understanding, and applying cutting-edge secure software development solutions and methodologies. You will be applying software engineering skills as part of teams of like-minded people to help our clients build secure and reliable applications. And, you get to sharpen your communication skills while solving tough engineering problems for your clients.

The awesomeness includes:

- Examining application source and design for security & reliability problems
- Working on a variety of technologies, architectures, and platforms across the industry
- Performing applied research on security in new development paradigms and frameworks
- Training developers on how to write better code
- Helping IT organizations deploy state of the art static analysis capabilities
- Periodic opportunities in other domains – such as, architecture analysis, security testing, etc.

Job Requirements: What we are looking for:

- Technical skills
  - Ability to dream in source code a plus!
  - Ability to understand how software works under the hood
  - One or two years of prior software development work
  - “Real-world” experience with web architectures and frameworks (JEE, .NET, Rails)
  - Experience with other languages (Ruby, JavaScript, Perl) a plus
  - Interest in developing internal tools
  - Familiarity with static analysis concepts and techniques a plus
  - Familiarity with software security concepts and weaknesses a plus

- Consulting skills
  - Ability to directly help your clients solve tough practical problems

- Team-oriented skills
  - Willingness to undertake and own complete domains independently
  - Willingness to share the awesomeness with your team mates and help move the practice forward
  - Ability to take initiative and drive process improvements
  - Ability to move swiftly from concepts and theory to action

- Communication
You better have the writing skills of a poet!
You better be a smooth talker!

- Demeanor

- Interest in venturing into the software security space
- Enthusiasm along with an entrepreneurial drive
- Willingness to visit cool places (Around 25% travel)

Education and Certifications:

- Bachelor’s Degree in Computer Science, Engineering or equivalent. Master’s Degree preferred.

Compensation & Work Location:

Cigital is based in Dulles, Virginia, with offices in Amsterdam, Atlanta, Bloomington, Boston, Chicago, London, New York, San Francisco, Seattle, and clients worldwide. We offer a competitive salary, equity compensation, and benefits.

Deadline to apply: December 2015

Cigital

21351 Ridgetop Circle, Sterling, VA 20166

Kirsten De Gennaro

Phone: 703-404-9293 Email: kdegennaro@cigital.com

Website: www.cigital.com

Job Title: Associate Consultant

Cigital is looking for a full-time or contract Associate Security Consultant based in the Boston area – to parachute wherever software insecurity invades, and to stomp out bugs and flaws wherever they hide.

Company Description: About Cigital:

Cigital, Inc. is the leading software security and quality consulting firm. Established in 1992, Cigital plans and implements initiatives to help ensure customers have secure, reliable applications. We improve how they build and deploy software, and we have fun doing it. The daily news gives you a taste of what companies face but if you’re in our field you get to see how serious these problems really are. Whether they’re banks, TV networks, or game designers – when businesses get serious about software security, they call Cigital.

What you get to do:

Static analysis is quickly turning into the pivot of the software security industry. Yet, the world doesn’t have enough minds with static analysis know-how. Join Cigital’s industry-leading Static Analysis practice to help spearhead the market to the next level while sharpening your technical and consulting skills! Come talk to our practice folks and see why this space is an awesome way to fast-track your career!

As an Associate Consultant, you will be assisting clients in learning, understanding, and applying cutting-edge secure software development solutions and methodologies. You will be applying software engineering skills as part of teams of
like-minded people to help our clients build secure and reliable applications. And, you get to sharpen your communication skills while solving tough engineering problems for your clients.

The awesomeness includes:

- Examining application source and design for security & reliability problems
- Working on a variety of technologies, architectures, and platforms across the industry
- Performing applied research on security in new development paradigms and frameworks
- Training developers on how to write better code
- Helping IT organizations deploy state of the art static analysis capabilities
- Periodic opportunities in other domains – such as, architecture analysis, security testing, etc.

Job Requirements: What we are looking for:

- Technical skills
  - Ability to dream in source code a plus!
  - Ability to understand how software works under the hood
  - One or two years of prior software development work
  - “Real-world” experience with web architectures and frameworks (JEE, .NET, Rails)
  - Experience with other languages (Ruby, JavaScript, Perl) a plus
  - Interest in developing internal tools
  - Familiarity with static analysis concepts and techniques a plus
  - Familiarity with software security concepts and weaknesses a plus

- Consulting skills
  - Ability to directly help your clients solve tough practical problems

- Team-oriented skills
  - Willingness to undertake and own complete domains independently
  - Willingness to share the awesomeness with your team mates and help move the practice forward
  - Ability to take initiative and drive process improvements
  - Ability to move swiftly from concepts and theory to action

- Communication
  - You better have the writing skills of a poet!
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- Demeanor
  - Interest in venturing into the software security space
  - Enthusiasm along with an entrepreneurial drive
  - Willingness to visit cool places (Around 25% travel)

Education and Certifications:

- Bachelor’s Degree in Computer Science, Engineering or equivalent. Master’s Degree preferred.
Compensation & Work Location:

Cigital is based in Dulles, Virginia, with offices in Amsterdam, Atlanta, Bloomington, Boston, Chicago, London, New York, San Francisco, Seattle, and clients worldwide. We offer a competitive salary, equity compensation, and benefits.

Deadline to apply: June 2015

Mass DCAM
1 Ashburton Place, 15 Floor, Boston, MA 02108

David Wong

Phone: 857.204. 1314 Email: david.y.wong@state.ma.us

Website: www.mass.gov/cam

Job title: Seasonal Groundskeepers (4)

Up to 4 Groundskeepers will be hired.

Job Description: Trim, prune, cut and/or plant flowers, bushes, etc.; seed, water, cut, weed and/or fertilize lawns, flower beds, shrubs, etc.; spray lawns, flower beds, etc. with fertilizers or pesticides; excavate grounds; clear and perform minor repairs to roadways, parking lots and walks; and perform related work as required.

The basic purpose of this work is to provide for the care and maintenance of lawns, trees, shrubs, flower beds, walks, roadways and parking lots.

Job Requirements: Minimum Entrance Requirements:
Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in landscaping, groundskeeping, park maintenance or tree maintenance work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions: I. An Associate's or higher degree with a major in forestry, arboriculture, horticulture or landscape architecture may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS:
I. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License.

II. Based on assignment, possession of a current and valid appropriate hoisting license, issued by the Massachusetts Department of Public Safety, may be required.

III. Based on assignment, possession of a current and valid pesticide applicator's certificate issued by the Pesticide Bureau, Department of Food and Agriculture, may be required.

Preferred Qualifications:
5+ years professional experience; demonstrated strong skills and aptitude in groundskeeping in large facilities environment.
Deadline to apply: 6/2/2014

Keolis Commuter Services

470 Atlantic Avenue, Boston, MA 02120

Human Resources

Phone: 617-849-7967 Email: careers@keolisCS.com

Website: www.keoliscs.com

Job title: Coach Cleaner - Railway

Job Description: Cleans interior and exterior of commuter rail passenger coaches in accordance with Keolis Commuter Services established standards and guidelines

Please note: This position may involve weekend overnight hours. The hours will likely be 8 PM to 4:30 AM.

Job Requirements:
• Wash and clean interior and exterior of passenger vehicles including floors, walls, windows, seats, seatbacks, vestibules, bulkheads and toilets
• Restroom cleaning at all locations. Must clean and service toilets as instructed
• Responsible for Bio-hazard cleaning / removal
• Pick up trash, sweep, mop and remove graffiti and gum
• Comply with all related safety rules and procedures and report hazards as required
• Attend and participate in all training as assigned, specifically safety and security related
• Perform related duties as assigned by supervisor
• Ability to be on-call at given times to respond to cleaning emergencies

• Must have High School Diploma or HSE
• Must have satisfactory work history
• Must be willing to travel and work at any one of our maintenance facilities
• Must be flexible with working hours and be available to work on any shift, on any day
• Ability to communicate in English with relative ease
• Ability to work well with peers
• Must work well with little or no supervision
• Must successfully complete training and attain / retain certifications applicable to assigned job
• Experience in industrial / commercial cleaning preferred
• Work at various central and outlying railroad sites in all weather conditions
• Ability to perform all duties mentioned above

Working Conditions:
• Noise Level - Moderate
• Shift work – Be able to work all shifts, all days
• Travel – Able to travel to all layover facilities: Pawtucket, Scituate, Franklin, Kingston, Middleboro, Needham, Worcester, Bradford, Fitchburg, Newburyport, and Rockport, or work in Boston, Somerville, or Readville facilities
• On-call – Per collective bargaining agreement
• Team work – Work as part of the Mechanical team. Must remain in the department for one year before eligible to apply for other jobs within the company
• This is a unionized position
Email cover letter and resume to careers@keoliscs.com
Please include the job title “Coach Cleaner” in the subject line.

Keolis Commuter Services is an Equal Opportunity Employment/Affirmative Action Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, veteran status, disability, sexual orientation, gender identity or any other characteristics protected by law.

Deadline to apply: 5/24/2014

Allen Edmonds

25 State Street, Boston, MA 02109

James Pietryka

Phone: 617-557-3131 Email: jpietryka@allenedmonds.com

Website: allenedmonds.com
Job title: Store Manager

Company Description: Allen Edmonds is a fast growing retailer specializing in high quality men’s shoes and apparel, using the philosophy of quality, service and integrity to create total customer satisfaction. We are looking for sales professionals that pride themselves in proving outstanding customer service in a team setting, while building strong customer relations and achieving individual and corporate sales goals.

- Actively builds strong customer relationships by providing superior customer service at all times.
- Able to resolve customer concerns in a professional manner ensuring a seamless customer experience.
- Ability to set and achieve personal and team sales goals while maintaining profitability in a commissioned sales environment.
- Assist customers by demonstrating products, emphasizing features and benefits, and answering customer questions.
- Responsible for continuous professional development by completing product and operational training provided through e-learning.
- Perform daily task including but not limited to stock work, visual display and daily store operations.

- One to Three years’ experience in retail store sales/Customer Service environment, and/or a combination of applicable experience with proven track record
- Excellent communication, interpersonal and organizational skills
- Self-starter who can prioritize and multitask in a fast paced, team environment; and is customer service focused
- Proficient in general computer and Microsoft Office skills
- Able to perform register functions and expert cash handling.

Deadline to apply: 7/31/2014

Massachusetts College of Art and Design

621 Huntington Ave, Boston, MA 02115

Artemisa Pires

Phone: 617-879-7920 Email: jobs@massart.edu

Website: http://careers.massart.edu/hr

Job Title: Accountant III

Job description: Communicate and interact with patrons and staff of the Bursar’s Office to provide effective customer service in response to inquiries involving student accounts and related issues, to include analyzing accounts, determining and initiating appropriate follow-up actions, and appropriately responding to customers. Effectively communicate with students and their families in person, over the phone and using written communication including spreadsheets.
• Communicate and interact with customers including students and their parents to provide effective and timely customer service, including receiving, researching and appropriately responding to inquiries and/or complaints regarding their student accounts while maintaining student confidentiality
• Maintain knowledge of current and changing federal regulations regarding Title IV funds, and the student lending environment; communicate relevant information to other staff members on a regular basis
• Work with students and MassArt staff to resolve issues with outstanding accounts involving student loans, grants, payments plans, deposits and other forms of payment; maintain records and statistics regarding student payments
• Maintain student account documentation to assist agencies in the collection of outstanding loans from graduated or withdrawn students; maintain relevant statistics for reporting and analysis
• Receive, analyze and respond to incoming documents regarding student accounts; identify patterns and trends of problems related to students accounts, notifying and/or referring to supervisor as appropriate
• Process various documents including, but not limited to, promissory notes, deferment requests, and payments, ensuring actions are in accordance with established guidelines; assist in the preparation of special accounting reports for administrative utilization
• Maintain familiarity with policies and procedures of departments, schools and/or programs in order to provide information concerning accounts

Review of applications will begin on Friday, June 13, 2014 and will continue until the position is filled.

Job Requirements:
REQUIRED MINIMUM QUALIFICATIONS:
Work requires communications and analytical skills generally acquired through completion of 4 year degree or commensurate experience.
Applicants must have at least (a) three years full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (b) one year must have been in a supervisory, administrative or managerial capacity, or (c) any equivalent of the required experience and the substitutions below.
Substitutions:
I. An Associate’s degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*
II. A Bachelor’s degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience.*
III. A Graduate degree with a major in accounting, business administration or business management may be substituted for the required experience.*
*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.
In addition the college seeks:
Two years of related experience of a progressively responsible nature to acquire demonstrated customer service, problem-solving, analytical and communication skills necessary to provide effective student account counseling services to customers. Such experience may include account representative, customer service representative, loan officer or other similar occupations.
An equivalent combination of relevant education and/or experience will be considered in place of the above requirements.

PREFERRED QUALIFICATIONS:
• Advanced Microsoft Office Suite experience
• Intermediate Query Tools such as Informer or Crystal Reporting
• Familiarity with Colleague by Ellucian
• B.A or B.S. with three or more years of customer service work experience
• Experience working directly with students in higher education
• Ability to work independently as well as collaboratively with staff members
• Possess creative problem solving abilities
Deadline to apply: 6/13/2014

WWLP-22News

1 Broadcast Center, Chicopee, MA 01013

Contact: Local Sales Manager

Phone: 413.377.2200  Email: job418@wwlp.com

Website: www.wwlp.com

Job title: Television Account Exec.

Job description: WWLP-22News, (NBC), has a full-time opening for a television account executive. The qualified candidate will be responsible for developing new business accounts and station revenue across all media platforms, including on-air, web and mobile, while servicing direct clients and agencies. The candidate of choice will primarily focus on cultivating new business, and should be well organized and have creative approach to prospecting and presenting multi-platform marketing programs to achieve aggressive revenue goals. Must be idea-oriented, an excellent communicator, and possess a strong work ethic to meet the demands of growing traditional and new media revenues in a challenging business climate.

HOURS: TBD

CONTACT: Please send cover letter/resume to: Local Sales Manager, WWLP-22News, 1 Broadcast Center, Chicopee, MA 01013 or email: job418@wwlp.com

TELEPHONE: NO calls please.

EOE/Minorities/Females/Vet/Disability.
PRIOR EXPERIENCE OR TRAINING REQUIRED: Marketing and advertising background preferred, but not required. Computer proficiency required.

Deadline to apply: 6/22/2014

Mass Mentoring Partnership
105 Chauncy St., Boston, MA 02111

Contact: Krystal Hope
Phone: 617.695.2475 Email: humanresources@massmentors.org
Website: www.massmentors.org

Job title: Ambassador of Mentoring

Company Description:

About AmeriCorps:
AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals towards helping others and meeting critical needs in the community. The Highland Street AmeriCorps Ambassadors of Mentoring is an AmeriCorps Program where members serve in mentoring programs across Massachusetts.

Organizational Description:
Mass Mentoring Partnership (MMP) is fueling the movement to expand quality mentoring for youth to meet the needs of communities across Massachusetts. MMP serves more than 200 mentoring programs statewide supporting 30,000 youth in mentoring relationships. We provide services including training and technical assistance, networking and professional development, mentor recruitment campaigns, advocacy, resource development & recognition, and mentor-mentee match activities.

Job description:
Program Summary:
Twenty-Five Ambassadors of Mentoring will complete a year of service from August 2014-June 2015. These members will be placed across the state to build the capacity of youth mentoring programs and organizations in the areas of match support; marketing and mentor recruitment; mentor/mentee/parent training; and program development, evaluation and start up.

All Ambassadors will work on volunteer mentor recruitment efforts in their host organization as well as work with other corps members to complete projects that benefit the field of mentoring in Massachusetts. Ambassadors will be supervised by both their host organization and the Mass Mentoring Partnership AmeriCorps Program Manager.
Host Sites for 2014-2015:

• African Community Education Center
• Big Brothers Big Sisters of Cape Cod and Islands
• Big Brothers Big Sisters of Hampshire County
• Big Brothers Big Sisters of Central MA/ Metrowest
• Big Sister Association
• Boston Partners in Education
• Bristol Community College
• Center for Evidence Based Mentoring
• Children’s Service of Roxbury
• Commonwealth Corporation (Springfield, MA)
• Dudley Street Neighborhood Initiative
• East End House
• Falmouth Volunteers in Public Schools
• Mass Mentoring Partnership – Boston
• Mass Mentoring Partnership - Springfield
• Partners for Youth with Disabilities
• Quincy Asian Resources, Inc.
• Railroad Street Youth Project
• Raw Art Works, Inc.
• Reader to Reader
• Roxbury Community College
• Science Club for Girls
• Sociedad Latina
• Taunton Area School to Careers

Job requirements:

AMERICORPS SERVICE REQUIREMENTS:
- Be able to complete a minimum of 1700 hours of documented service to complete host site project
- Complete all required AmeriCorps documentation and monthly reporting
- Satisfactorily complete host site service project
- Complete at least 2 collaborative community service projects to benefit the field of mentoring
- Maintain a service portfolio and blog posts
- Must be able to commute to all corps-wide trainings and events to cultivate future non-profit leaders. Responsibilities include attending a four hour pre-orientation session in July, one week-long orientation, monthly corps meetings, a mid-year retreat and two week-long community service planning sessions – Meetings located in Boston, MA
- Maintain a service portfolio
- Must be able to effectively manage time and meet competing demands
- Complete all professional development requirements as part of member contract

QUALIFICATIONS:
- BA/BS strongly preferred
- Strong writing and editing skills
- Some experience with blogging and social media preferred
- Comfortable speaking in front of groups
- Experience with and/or commitment to youth development
- Interest in nonprofit organizations and their development
- Excellent organization and communication skills
- The ability to work independently and as part of a team
Proven leadership and project management abilities
A passion for national and community service
The desire to work with diverse people, organizations and communities
Flexibility, adaptability, and a good sense of humor
Positive attitude
You must be a U.S. citizen, national, or legal permanent resident alien of the U.S. to be an AmeriCorps member.

POSITION BENEFITS:
$625/semi-monthly taxable living allowance and travel stipend
Healthcare coverage will be available, either by direct provider or through a reimbursement process for coverage obtained on the state exchange. In addition to reimbursement, assistance in navigating the state exchange will be provided. More information is available upon request.
Additional transportation reimbursement for corps-wide meetings and events
Professional training and networking opportunities on the mentoring field and the nonprofit sector
$5,645.00 Education Award upon completion of service
Additional education award benefits
A built in network of corps members and colleagues
Certificate in non-profit organizational leadership from Wheelock College Graduate program in Organizational Leadership

TO APPLY:
Please visit the Ambassador webpage at www.massmentors.org/ambassadors to view the open positions and apply directly to the organizations that interest you. All applications require a resume that outlines how your skills and experience meet the qualifications of the position and a cover letter stating how you heard about this opportunity and why it interests you, both in Word / PDF format. MMP is committed to building a culturally diverse staff and strongly encourages applications from persons with a disability, males, and minority candidates.

FOR MORE INFORMATION CONTACT: Krystal Hope, Program Manager, humanresources@massmentors.org.

Deadline to apply: 8/30/2015

WinnCompanies
6 Faneuil Hall Marketplace, Boston, Massachusetts 02109
Job title: Receptionist

Job description:
• Answers telephone, screens and directs calls.
• Provides information to callers.
• Greets and directs walk in visitors and customers.
• Ensures knowledge of staff movements in and out of organization.
• Maintains confidentiality of all personnel-related issues.
• Adheres to company policies and procedures.
• May assist other departments in administrative functions or projects as requested.
• Ensures that all Fedex and UPS packages are ready for pick up
• Scheduling courier service when required.
• Follows and adheres to all WinnSafe policies, practices and procedures.
• Hours required: 9:00am - 6:00pm (1 hour lunch break); Receptionist may also have to work during office closures on occasion.
• Secure the office at the end of each business each day
• Make sure windows are closed at the end of the day
• Maintain and stock the mailings, kitchens and conferences rooms supplies
• Reports all phone problems to IT Department
• Supports office manager in his absence for incoming and outgoing mail
• Performs other tasks as requested by the Office Manager

• Good to excellent spelling, grammar and written communication skills.
• Excellent telephone and oral communication skills.
• Ability to work effectively and positively with team members, military families, and individuals at all levels of different organizations.

Job requirements:
Education: High School diploma or GED equivalent required. Vocational or College Degree in a business related field preferred
Experience: 1-3 years of administrative experience preferred.
Software/Hardware: Proficiency in Microsoft Office is required.

Deadline to apply: 7/1/20
WWLP-22News
1 Broadcast Center, Chicopee, MA 01013

Contact: Local Sales Manager
Phone: 413.037.72200 Email: job417@wwlp.com
Website: www.wwlp.com
Job title: News Producer

WWLP-22News, (NBC), has a full-time opening for a News Producer. Applicant will gather and contribute story ideas from various sources, monitor police/fire scanners, answer incoming calls to newsroom, take coverage requests from callers, assign crews (reporters/photographers) to cover stories, coordinate live and satellite live shots, communicate with news crews, write stories for air, proofread and edit scripts, coordinate writing/editing and timing of newscast, copy/sort scripts (when needed), cue anchors/reporters during live shots, brief morning producer on stories/developments, supervise interns, update internet web site. Must be able to assist reporters, photographers and editors. Must be detail-oriented, thorough, accurate, and possess good writing skills. Ability to work as a team player a must.

CONTACT: Please send cover letter/resume/writing samples to: News Director, WWLP-22News, 1 Broadcast Center, Chicopee, MA 01013 or email: job417@wwlp.com

TELEPHONE: NO CALLS PLEASE.

EOE/Minorities/Females/Vet/Disability.

PRIOR EXPERIENCE OR TRAINING REQUIRED: Prior TV producing skills preferred; not an entry level position.

Deadline to apply: 6/29/2014

Massachusetts Mental Health Center

75 Fenwood Road, Boston, MA 02115

Contact: Robert Foster

Phone: 617 626-9469 Email: robert.foster@state.ma.us

Website: https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job_view.do?postingId=J41748&code=search.public&federalStimulus=no&companyId=62

Job title: Health Information Management/Correspondence Clerk
Job description: Maintain records, including retrieval and storage of archived and thinned records. Respond to requests for records and prepare correspondence. Record and track releases of information. Complete clerical tasks related to medical records, answer telephones, perform other related duties as assigned.

Correspondence responsibilities:
Receive, validate, and process requests for release of medical records in accordance with federal, state, and departmental requirements.
Receive and process mail, fax, and walk-in requests.
Review requests to ensure that authorization for requested information is complete and valid.
Retrieve, review, and prepare required documents to fulfill requests for client information.
Review material to be released to ensure it is for the correct client and that it follows the requirements of the Minimum Necessary rule.
Send documents through appropriate secure channels.
Record information about each release in computerized tracking system.

Other Health Information Management responsibilities:
Handle incoming mail and incoming calls.
Sort and file documents.
Maintain file room.
Pull charts for daily chart distribution.
Assemble new charts.
Disassemble and archive closed charts.
Review charts for misfiled documents.
Process requests for archived charts.
Retrieve archived charts from off-site locations.
Enter and update data in electronic medical records system and in Access databases.
Assist clients and staff with questions about department functions.
Perform other similar and related duties as required or directed.

Job Requirements:
Minimum Entrance Requirements:
Applicants must have at least (A) three years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. A diploma as evidence of graduation from the commercial or business course of a recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required experience.*
II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.*
III. A diploma for completion of a one-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for a maximum of one year of the required experience.*
IV. A diploma for completion of a two-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for a maximum of two years of the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.

Deadline to apply: 6/12/2014
Job Description: We are seeking sales professionals with strong digital-business acumen. The Digital Account Executive must demonstrate a passion for selling comprehensive digital solutions. The Digital Account Executive will be responsible for uncovering sales opportunities in everything thru agencies and local direct advertisers. The Digital Account Executive (DAE) will report to the local Digital Sales Director and will be responsible for aggressively pursuing digital media advertising sales. The DAE will sell all of LIN’s suite of digital products including display, mobile, video, social media, SEM and SEO.

DESCRIPTION/RESPONSIBILITIES: Success in this role may be achieved by monitoring and understanding competitors, continuing education and awareness of digital media trends, obtaining customers by cold calling, networking and prospecting, and successful negotiations. Responsibilities include:

• Generating new leads by making cold calls, calling on inactive accounts, prospecting new business opportunities while maintaining strong relationships with existing accounts
• Selling interactive, online/digital advertising solutions that are priced on rates that typically include metrics such as page views, ad impressions, click-throughs, & time
visible.
• Identifying and understanding the clients' advertising needs and developing ideal marketing solutions.
• Creating and delivering customized sales presentations in person, via phone and/or via webinars.
• Meeting or (preferably) exceeding sales goals by utilizing creative resources to achieve results.
• Ability to make decisions and solve problems, while collaborating with teammates and utilizing all resources available.
• Provide creative and innovative solutions for customers utilizing industry trends, selling techniques and digital product knowledge.

CONTACT: Please send cover letter/resume to: Digital Sales Director, 1 Broadcast Center, Chicopee, MA 01013 or email: job415@wwlp.com

TELEPHONE: NO CALLS PLEASE.

EOE/Minorities/Females/Vet/Disability.

Job Requirements:
PRIOR EXPERIENCE OR TRAINING REQUIRED:
• Bachelor’s degree preferred
• 3+ years of Digital Sales experience and/or digital agency experience preferred, and demonstrate sales methodologies
• Strong MS Office skills including Word, Excel, and PowerPoint
• Comprehensive working knowledge of digital media, internet properties, inventory, and sales tools
• Strong oral, problem solving, communications, writing, negotiation and presentation skills.
• Must be highly self-driven, demonstrate great initiative, display a professional demeanor, exude high energy and show attention to detail.
• Must be a confident, flexible, multi-tasker, and be able to work independently.

Additional Requirements: Must be able to juggle multiple tasks from multiple sources at one time and will work on multiple projects simultaneously in a fast paced office environment. Some travel may be required on an occasional basis.

Deadline to apply: 6/29/2014
Company

Contact: Kevin Seaver

8 Whittier Place, Suite 104, Boston, MA 02114

Kevin Seaver

Phone: 617-263-2633 Email: intern@kevinseaver.com

Website: kevinseaver.com

Job title: Internship

Job Description:
Potential interns need not have any legal experience. We are looking for self starts who follow directions well. The intern must be someone who works well with others and who puts the team ahead of themselves.

The law encompasses all disciplines, therefore we welcome undergraduates from all areas of study to apply.

The internship requires that you consistently show up for work on time, ready to work from 9:00AM to 5:00PM. Interns working during the fall, winter, and/or spring semesters are expected to work two full days a week.

Our summer internship runs from May through August, from 9:00AM to 5:00PM, Monday through Friday.

This is a substantive learning experience in which the intern will get a taste for how a business/office runs. You will be working in areas including, but not limited to: social media, business, law, advertisement, marketing, and interacting with clients and the courts.

The Law Office of Kevin Patrick Seaver is conveniently located across the street from the Green Line Science Park T Station in downtown Boston.

Please send us your resume and cover letter within the body of the email (NO attachments please).

Job requirement: No prior experience necessary

Deadline to apply: 4/25/2015
East Boston Neighborhood Health Center

10 Gove Street, East Boston, MA 02152

Contact: Sharon Roussel

Phone: 617-568-4480 Email: hr@ebnhc.org

Website: www.ebnhc.org

Job title: Appointment & Referral Manager

The Appointment & Referral Manager oversees a very busy Referral Management Department that schedules external appointments for specialty care and diagnostic testing as well as processes insurance authorizations. Responsible for supervising a team of 12 Appointment & Referral Coordinators who are assigned to cover certain clinical practices and/or referral pools.

Initiating and coordinating departmental quality improvement projects and ensure that special projects are run efficiently and completed in a timely manner. Will interface with clinical practices across the health center; the IT Department to assure that all electronic referrals generated by providers follow the appropriate work flow; as well as external specialty and imaging provider organizations and groups.

Job Requirement:
Bachelor’s degree preferred. Qualified applicants must have work experience in the health care industry. Supervisory experience and knowledge or experience in referral management is also required. Exceptional initiative, judgment, problem solving, interpersonal, customer service, and computer skills are a must.

Please send your resume to: Human Resources, EBNHC, 10 Gove Street, East Boston, MA 02128; email: hr@ebnhc.org; fax: (617) 568-4489. We are conveniently located near the Maverick Blue Line T station. We are an EOE.

Visit our website to discover opportunities and enjoy an exceptional career!
www.ebnhc.org

Deadline to apply: 7/2/2014
75 Francis Street, Boston, MA 02115

Contact: Brendan Allison

Phone: 617.732.8201 Email: bsallison@partners.org

Website: www.asthmabwh.org

Job title: Volunteer

Job Description:
Do you have Asthma?

You may qualify to participate in a research study if you:

- Are between 18-75 years of age
- Self identify as African American or Black
- Take inhaled corticosteroid medications such as Flovent, QVAR, Pulmicort, Symbicort®, Advair® or Dulera

ABOUT THE STUDY
African Americans suffer a disproportionate burden of asthma morbidity compared to the general population, along with more asthma-related urgent care visits and higher rates of hospitalizations. This research study is being done to test if taking inhaled corticosteroids at different doses with or without long acting beta agonist (LABA) will help prevent worsening asthma symptoms and asthma attacks. Each participant will receive four study treatments across four treatment periods lasting 14 weeks each. The order in which the treatments will be received will be determined randomly. Participants will receive up to $1,000 in compensation. For more information, please contact:

[Asthma Research Center, 1-888-99-ASTHMA or ARC@Partners.Org]

Job Requirement
- Are between 18-75 years of age
- Self identify as African American or Black
- Take inhaled corticosteroid medications such as Flovent, QVAR, Pulmicort, Symbicort®, Advair® or Dulera

Deadline to apply: 10/1/2014

East Boston Neighborhood Health Center

10 Gove Street, East Boston ,MA 02128

Contact: Human Resources

Phone: 617-568-4480 Email: hr@ebnhc.org

Website: www.ebnhc.org
Job title: Customer Service Representative

Company Description: East Boston Neighborhood Health Center is a great place to work. As one of the largest community health centers in the country, we provide a comprehensive system of services including primary and specialty care, a 24-hour Emergency Department, community-based outreach and health education programs, and a widely acclaimed Elder Service Plan (PACE). We now have over 800 dedicated employees and 100 providers to support our mission to provide quality health care that is both affordable and accessible.

Job Description: Full-time position available to work in our Contact Center to efficiently and professionally manage telephone service, both incoming and outgoing calls, and scheduling appointments. Will utilize excellent customer service skills to promote a positive atmosphere.

Job Requirement:
HS Diploma/GED required as well as Bilingual (English/Spanish) skills. At least 1 year in a customer service or an office setting with telephone answering experience required. Demonstrates telephone skills in a professional manner. Must have computer skills. Schedule: Monday – Friday, 8:30 AM – 4:30 PM.

Please send your resume to: Human Resources, EBNHC, 10 Gove Street, East Boston, MA 02128; email: hr@ebnhc.org; fax: (617) 568-4489. We are conveniently located near the Maverick Blue Line T station. We are an EOE.

Visit our website to discover opportunities and enjoy an exceptional career at EBNHC.
WWW.EBNHC.ORG

Deadline to apply: 8/1/2014

Boardwalk Properties

1518 Tremont Street, Boston, MA 02120

Contact: Kevin Garraway

Phone: (617)-980-9287 Email: HR@MissionHillPads.com

Website: www.bostonrealestatejob.com

Boardwalk Properties in Mission Hill is HIRING Roxbury Community College Students

Job Description:
Do you want to make huge money in Real Estate? Our New Tremont Street Mission Hill office is currently hiring Roxbury Community College Students with a keen focus to serve our clients near Mission Hill and the surrounding Boston Areas.
For almost one decade, we have been the anchor of the largest apartment leasing team in New England! We have the largest technology research and development budget around in real estate. When you work with us, you close the most deals, and generate the highest commissions in the real estate industry! That's why year after year more Roxbury Community College students come to work for us than all other real estate companies combined!

See our hiring video
http://www.youtube.com/watch?v=9hychLAypbE

We provide you will all cutting edge tools to become a top notch real estate professional. You dictate the amount of money you want to make per month and per year. Come see the multiple reasons that more landlords and agents work with us than any other real estate agency in Boston.

Join Our Team! Here are the Top 10 reasons why:

* Relationships with over 14,500 landlords. We have more hot properties to show than anyone in Massachusetts.

* Access to New England's LARGEST apartment database with more than 121,000 apartment listings! Nobody can beat that!

* Over 2 million web hits per month on average - creating incredible leads - you spend less time marketing and more time closing deals.

* We have over 32,000 apartment picture galleries, 6,700 property videos and 1,050 virtual tours in our exclusive database alone! (No one can touch that either).

* Extensive daily training classes to help you grow - taught by experienced managers.

* Our top student agent in January 2014 generated over 64 thousand dollars in commissions in less than 30 days!

* Ability to market on over 90+ proprietary websites (Many are ranked #1 on Google, Bing, Yahoo etc. al. for keyword searches):
  
  http://www.rentboardwalk.com/
  http://www.BostonApartmentnetwork.com
  http://www.padsfinder.com
  http://www.OffCampusPads.com
  http://www.westroxburyapartments.com/
  http://www.missionhillpads.com
  http://www.southendpads.com
  http://www.brooklinepads.com
  http://www.jamaicaplainapartments.com/
  http://www.FenwayPads.com
  http://www.symphonyapartments.com/

* Close business anywhere at any time using our powerful websites and remote technologies

* Easy transition into Real Estate Sales and Professional Property Management.
Visit www.bostonrealestatejob.com and select “Boardwalk – Mission Hill” to apply! Or email HR@MissionHillPads.com or Call INSERT MANAGER at 617-XXX-XXXX

Job Requirement:
What You Will Need:

* Cell Phone (617 area code)
* Mass. Real Estate Salesperson License (or in-process)
* Positive Attitude
* Basic Computer Skills
* The Will to Make Money
* Effective time-management skills - the key to success
* Having your own automobile is optional, but not required

Deadline to apply: 7/15/2014

Officeteam
77 South Bedford, Burlington, MA 01803

Contact: Jordan Ferland
Phone: 781-505-4020   Email: Jordan.Ferland@officeteam.com
Website: www.officeteam.com

Job title: Administrative/Customer Service

Company Description:
Officeteam is a subsidiary branch of Robert Half International. We are a staffing firm that specializes in the placement of highly qualified administrative and office support professionals on a temporary and temp-hire basis. This is a great opportunity for recent graduates who are looking for experience, and students who are looking for part-time work while still in school. Please reach out to me via telephone if you believe that I could be a good resource for your job search!

Job Requirement:
No experience is required in a lot of entry level positions.

Some customer service or any general office experience is ideal.

Medical billing and coding experience is desired in some job cases.

Deadline to apply: None
D’Ventures Limited
10 John Eliot Square, Roxbury, MA 02119

Contact: Darryl Settles

Phone: 617-512-9275 Email:darryl@dventureslimited.com

Website: www.dventureslimited.com

Job title: Intern

Job Description:
Receptionist
Administrative Support Services
Filing and organizing reports

Currently enrolled or will be enrolled at Roxbury Community College for Fall 2014. Candidate must be hard working and highly organized. Candidate must be able to follow instructions and communicate well. Candidate must be professional, personable and work well in a team setting.

Deadline to apply: 7/15/2014
WWLP-22News

1 Broadcast Center, Chicopee, MA 01013

Contact: Station Manager

Phone: 413.377.2200 Email: job419@wwlp.com

Website: www.wwlp.com

Job title: PAC-WEB (#419)

Job Description:
WWLP-22News, an NBC affiliate, currently has a full-time Production Assistant-WEB position available. Responsibilities include but are not limited to: studio maintenance – including the set-up, lighting and striking of various sets – operating studio cameras, various graphic and mapping systems, an audio board and video playback system, tuning-in live shots, editing for news, and posting web content. Availability to work various shifts is a must.

Hours: TBD

--------------------------------------------

Contact: please send cover letter/resume to: Station Manager, WWLP-22News, 1 Broadcast Center, Chicopee, MA 01013 or email: job419@wwlp.com

Telephone: no calls please.

EOE/Minorities/Females/Vet/Disability.

Job Requirement
Prior experience or training required: Background in broadcast studio production or a communications degree required. Must be able to produce quality, accurate work in a fast-paced environment. Must work well with others and have excellent communication skills.

Deadline to apply: 7/9/2014
Job Title: IT Coordinator

Job Description:

The Peace First IT Coordinator is a full-time, exempt position based in Boston. This is an exciting opportunity to play a critical role in supporting and building information technology systems, websites, and databases to advance Peace First’s work. He/she will lead the development of an organization wide contact management system to help us engage and better serve a growing national network of partners and stakeholders. The IT Coordinator will also oversee technology support and systems for Peace First, contracting work to vendors and consultants as necessary on website or database projects.

Responsibilities:

Web Development and Design

- Provide basic web design and development within current design frameworks for Peace First’s three websites (Peace First, Peace First Prize, Peace First Digital Activity Center);
- Actively maintain and troubleshoot Peace First’s three websites, 2 in Joomla and 1 in Drupal;
- Develop and implement new functionality in websites (including added search functionality in Drupal and new content templates for all three sites);
- Provide training and documentation for staff in updating website content;
- Develop and expand Peace First intranet and knowledge base for staff members.

Salesforce Database Support & Administration

- Maintain and adapt existing Salesforce databases for fundraising and inquiry management;
- Develop reporting functionality to support business needs of departments;
- Work cooperatively with a group of ‘power-users’ to grow Salesforce, identify pain points and create clear documentation for future use.

Information Systems Management

- Provide help desk technology support for all Peace First users;
- Onboard new staff to Peace First’s technology systems;
- Manage technology hardware and software;
- Coordinate overall support for Peace First’s network, including servers and backup with help from external consultant as needed;
- Develop short-term technology priorities and multi-year technology plan in partnership with senior leadership.
Job Requirements:

Qualifications:

The successful candidate will be a flexible and motivated self-starter and multi-tasker that can work within a fast-paced adaptive environment while also being a force for organizational efficiency and solutions. Specific skills:

1-2 years of relevant experience with website development, database administration or information technology management;
Experience managing Windows Server, Windows 7 and 8, and Office preferred;
Experience managing content management systems such as Drupal, Joomla or Wordpress preferred and comfort with SQL databases and Apache servers preferred;
Programming experience in HTML, CSS, PHP, Apex or Visualforce a plus;
Salesforce experience a plus;
Excellent project management and analytics skills;
Strong customer service skills and orientation;
Strong work ethic and attention to detail;
Experience with training users in new systems;
Bachelor’s degree or equivalent preferred.

Deadline to apply: Search will be open until position is filled.

Peace First, Inc.

25 Kingston Street, Boston, MA 02111

Contact: Renee E Therriault
Job title: Development Coordinator

Job Description:

Peace First is seeking a talented and motivated individual to join our team as Development Coordinator. Reporting directly to the Development Manager, this position is an excellent opportunity to contribute to the fundraising work of a vibrant national non-profit, positioned for greater visibility and reach in the years ahead, while also learning from a team of skilled and experienced professionals. The Development Coordinator will provide critical support to: individual giving (prospect research, coordinating advisory boards throughout the country), fundraising events (ranging from small cultivation events for 20 to larger events for several hundred), donor stewardship, funding proposals, as well as managing Peace First’s donor database. This is an entry-level position, or a position for someone more experienced interested in learning about the development field, requiring strong attention to detail and the ability to multi-task, as well as exceptional interpersonal and communication skills.

Peace First is seeking professionals who will thrive in a working environment that values: the ability to adapt and apply skills to new and changing scopes of work; eagerness for more responsibility and exposure to new challenges; the motivation to contribute and try new ideas and ways of doing things; and the possession of a deep belief in the power of young people to create change.

Responsibilities:

- Responsible for the day-to-day data entry and maintenance of the Peace First donor database;
- Provide support to department in increasing usage and proficiency;
- Responsible for Development correspondence, which includes donor acknowledgment letters, thank you notes, and gift agreements;
- Support communication and coordination with Advisory Boards (currently Boston, LA, Miami and NY), including managing logistics for meetings (scheduling, preparing materials, editing PowerPoint presentations, etc.);
- Assist in planning and coordinating of events including managing logistics, tracking RSVPs, and follow-up;
- Research funding prospects including individuals, foundations, and corporations;
- Support grants proposal writing, preparation and reporting;
- Support key external communications efforts, including coordinating the organization’s annual appeals;
- Provide administrative support (scheduling meetings, preparing materials, organizing trips) to the Vice President of Development & Communications;
- Support select cross departmental and organization wide initiatives and projects;
- Serve as an ambassador of the organization’s mission and work to external constituents.

Job Requirement:

- 1 to 2 years non-profit experience;
- Superior organizational skills, strong attention to detail, and the ability to multi-task and prioritize quickly;
- Excellent written and verbal communication skills;
- Proficiency in donor management software, Salesforce preferred.
- Ability to meet shifting deadlines with a commitment to producing high-quality work;
- Independent worker, self-starter and ability to solve problems creatively;
- Flexible work style and open to feedback and coaching;
- BA or equivalent is preferred.

To Apply:
To be considered for this position, please send a resume and cover letter documenting your strong fit with the job requirements. Email your resume and a cover letter to talent@peacefirst.org. Attach files as Word or PDF documents and include "Development Coordinator" in the subject line of your email. Letters should be addressed to Hannah Beatty.

Deadline to apply: Search will be open until position is filled.

Ethos
555 Amory Street, Jamaica Plain, MA 02130

Contact: Meg Licht, Volunteer Services Program Manager
Phone: 617-522-6700 x323 Email: mlicht@ethocare.org
Website: www.ethocare.org

Job title: Volunteer Coordinator AmeriCorps*VISTA

Company Description:
Ethos is a private, not-for-profit organization that promotes the independence, dignity, and well-being of the elderly and disabled. Ethos achieves its mission through the coordination and delivery of high-quality, affordable home and community-based care.

AmeriCorps*VISTA was founded as Volunteers in Service to America in 1965 as a national service program designed specifically to fight poverty in America.
Ethos' Volunteer Coordinator AmeriCorps*VISTA will grow viable sources of volunteers to meet the continually increasing and diversifying needs of our elders by creating and fostering lasting partnerships with business, community organizations, and schools. The Volunteer Coordinator VISTA will also develop and implement new systems to better communicate with Ethos' field-based volunteers and share their stories with the community at large, using phone calls, print stories, and social media updates. Through these projects, Ethos' pool of volunteer support will grow and The Volunteer Coordinator VISTA's efforts will help more senior citizens reduce expenses by substituting free, volunteer services for costly fee-based services including snow removal, yard work, basic home repairs, and transportation to grocery stores and doctors' appointments.

To apply, please visit https://my.americorps.gov/mp/listing/viewListing.do?id=55297 and click on the "Apply Now" button!

Job Requirement:
Ethos is seeking a motivated, creative individual to fill this position. We are looking for an individual with a passion for human services, specifically elder care, and a dedication to community service.

Deadline to apply: June 20th 2014

Peace First, Inc.
25 Kingston Street, Boston, MA 02111

Contact: Renee Therriault
Phone: 617.261.3833 Email: talent@peacefirst.org
Website: peacefirst.org

Job title: Communications Manager

Job Description:

Peace First is seeking a talented and motivated individual to join our team as Communications Manager. Reporting directly to the Vice President of Development & Communications, this position is an excellent opportunity to manage and grow the communications work of a vibrant national non-profit, while also learning from a team of skilled and experienced professionals. The Communications Manager will co-design and serve as the lead implementer of Peace First's communications strategy, directly managing communications activities that promote, enhance, and protect the organization's brand reputation.

Peace First is seeking professionals who will thrive in a working environment that values: the ability to adapt and apply skills to new and changing scopes of work; eagerness for more responsibility and exposure to new challenges; the motivation to contribute and try new ideas and ways of doing things; and the possession of a deep belief in the power of young people to create change.
Responsibilities:

Write communications materials, including blog and web content, press releases, letters to the editor, op-ed pieces, fact sheets, news articles, and leadership profiles;

Direct execution of the day-to-day media relations activities, including writing press releases and pitching stories, building relationships with top tier national, regional and trade press, managing the in-house press list, and maintaining the media clip library;

Implement innovative social media strategy that targets the organization's core constituencies and drives growth in users and increases their engagement with Peace First;

Manage outside vendors such as Public Relations consultants, graphic artists, designers, videographers, photographers, and printers;

Manage video production needs across the organization;

Support development of metrics and track performance of various communications initiatives and recommend improvements;

Support select cross departmental and organization wide initiatives and projects;

Serve as an ambassador of the organization's mission and work to external constituents.

Job Requirements:

To be considered for this position, please send a resume and cover letter documenting your strong fit with the job requirements. Email your resume and a cover letter to talent@peacefirst.org. Attach files as Word or PDF documents and include "Communications Manager" in the subject line of your email. Letters should be addressed to Hannah Beatty.

Candidate Qualifications:

Minimum of 3-5 years' experience in communications and/or marketing or related field;

Demonstrated track record of writing, editing, design, digital production, and print project management;

Success implementing, managing, and participating in social networking sites (e.g., Facebook, LinkedIn, Twitter, Instagram, YouTube, and other sites) on behalf of an organization/brand;

Image-editing and manipulation, page-layout, and experience with video editing and video posting preferred;

Familiarity with Google Analytics and Salesforce a plus;

Superior organizational skills, strong attention to detail, and the ability to multi-task and prioritize quickly;

Excellent written and verbal communication skills;

Ability to meet shifting deadlines with a commitment to producing high-quality work;

Independent worker, self-starter and ability to solve problems creatively;

Flexible work style and open to feedback and coaching;

BA or equivalent is preferred.

Deadline to apply: Search will be open until position is filled.
Peace First, Inc.
25 Kingston Street, Boston, MA 02111
Contact: Renee Therriault
Phone: 617.261.3833  Email: talent@peacefirst.org
Website: peacefirst.org
Job title: Peace First Prize Program Director

Job Description:

The Peace First Prize Program Director is a full-time, exempt position based in Boston. Peace First has two years of experience running the national Peace First Prize and building the necessary search and selection systems and skill-sets. We are looking for a strong and creative Program Director to take this work to the next level. He/she will lead the 2015 Prize campaign, and cultivate new and existing partnerships to expand the network of young people we reach annually. He/she will serve as a key member of the Program Team, collaborating on cross team projects and priorities, and reporting to the Director of the Peace First Prize.

Responsibilities:

- Direct a year round search process for sourcing and engaging young people with the Peace First Prize;
- Identify, cultivate and foster a pipeline of new and existing partnerships (network of nominators) to strengthen Peace First Prize search activities, reach, and increase the number of nominations;
- Lead cross-organization outreach strategies for the Peace First Prize, working closely with the Development & Communications team on social media and communications efforts;
- Manage four stage selection process staffed by internal and external reviewers, culminating in a strong and diverse pool of finalists and winners;
- Lead cross departmental meetings and systems to ensure organizational implementation of the Peace First Prize, and to track and report on key benchmarks and analytics for search and selection process;
- Develop ongoing improvements to the Peace First Prize search and selection strategy utilizing ongoing data and feedback;
- Work closely with senior leaders and Program Team to develop short-term and long-term metrics for the Peace First Prize;
- Partner closely with other Program Directors to reach shared team deliverables and build integration across program initiatives.

To Apply:
To be considered for this position, please send a resume and cover letter, both in Word format, to talent@peacefirst.org. Please include "Peace First Prize Program Director" in the subject line of the email. Applications will be reviewed on a rolling basis.

Job Requirements:
Peace First is seeking professionals who will thrive in a working environment that values: the ability to adapt and apply skills to new and changing scopes of work; eagerness for more responsibility and exposure to new challenges; the motivation to contribute and try new ideas and ways of doing things; and the possession of a deep belief in the power of young people to create change.

The successful candidate will be a flexible and motivated self-starter and multi-tasker that can work within an adaptive fast-moving environment while also being a force for organization, efficiency and solutions. Specific skills:
• At least 5-7 years of experience in social entrepreneurship, youth and community development, and local or national coalition building or campaign work;
• Demonstrated success in building and managing partnerships and relationships;
• Strategic thinking skills and a passion for strong execution;
• Excellent written and verbal communication skills;
• Excellent track record of project management;
• Sales experience or public engagement work a plus;
• Experience growing a national program in a results-oriented environment;
• Bachelor’s degree or equivalent experience.

Deadline to apply: Search will be open until position is filled.