



A periodic listing of openings for

FEBRUARY 2010

Students:

If you wish to apply for these positions, the employer contact information is available at:

www.collegecentral.com/annamaria

Faculty & Staff:

If you know of students or alums seeking work, please share these openings with them and encourage them to register on the above website.

Employers:

If you have job, internship, or volunteer opportunities, please register and then post your opportunities on the above website.

Questions: Call 508.849.3345 or email jsparanges@annamaria.edu

******Deadline for Summer and Fall Internships: MAY 13***

Job Title		Company	
Hedge Fund Marketing		Brighton House Associates	
Expires	Job Type	Job ID	School Job ID
02/05/2010	Internship	1828745	
Degrees Wanted		Majors Wanted	
None Required		Business Administration; Media Communications	
Job Description			
<p>Primary daily responsibilities include data input and analysis on a global range of institutional investors. The position is a data input position with secondary responsibilities including assisting analysts with the demands of clients, and writing research reports for weekly, monthly and quarterly publications that are distributed to over 35,000 industry professionals. Interns will be asked to provide detailed reports on institutional investors and alternative fund managers.</p>			

Job Title		Company	
Director of Marketing		Natural Standard	
Expires	Job Type	Job ID	School Job ID
02/06/2010	Full Time	1829541	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>The Director of Marketing must be an established marketing leader who can develop and build a marketing organization and also act as the strategic and creative arena to identify new ways of approaching our key vertical markets. • Formulate and drive an integrated marketing strategy across the company's core products and services to further establish Natural Standard as a thought leader and "The Authority on Integrative Medicine". • Drive strategic initiatives that clearly communicate Natural Standard's competitive advantages across all key vertical markets. • Collaborate with the Executive Management Team to drive campaigns and programs that drive leads, and assist the sales organization in closing business. • Produce manage and execute all outbound marketing events including collateral, trade shows, media sponsorships, CEO speaking opportunities, PR, direct mail, email marketing, barter and advertising. • Run user surveys/focus groups to incorporate customer feedback and appropriate research to ensure proper messaging to drive new sales, retention, up-sell and cross-sell. • Spearhead Natural Standard's social media and Web presence by creating content that spurs stickiness and action to driving buying decisions. • Monitor competitive environment and recommend strategies to strengthen Natural Standard's position in the marketplace. • Help identify key partnerships and opportunities to build new capabilities and develop new business models.</p>			

Job Title		Company	
NextGen Realty needs New & Experienced Real Estate Agents		Boston Pads	
Expires	Job Type	Job ID	School Job ID
02/07/2010	Full Time, Part Time	1830418	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>With the economy in a downward spiral, wouldn't you like to work for a company that is</p>			

rapidly growing and recession-proof? The decline in home values nationwide has been well-documented; but people will always need a place to live. Moreover, when people aren't buying homes and condos, they're renting apartments. Nextgen Realty is specifically designed to provide you with multiple opportunities to make income in either apartment leasing or residential sales regardless of the current economic environment. If you are interested in making serious money please keep reading..... NextGen Realty is part of New England's largest apartment rental team. At NextGen, agents have the opportunity to engage in just about all aspects of real estate – from rentals to sales to property management to renovations to construction. We even operate Boston's fastest-growing snow plowing operation. We have many ways of providing you with income streams and design a lifestyle that fits your needs and desires. How much money can you make? Our Top Producer grossed over 20k for the month of March. How do we do it? Our technologies and systems provide market leadership and best-in-class services on countless levels. If you are interested in making big commission checks, read on..... Here's What We Offer: * Access to New England's LARGEST apartment database, with more than 80,000 apartment listings! Nobody can beat that! * Ability to market on more than 72 proprietary websites (Many are ranked #1 on Google, MSN, Yahoo etc. for keyword searches) * Relationships with over 9,300 landlords. We have more hot properties to show than any other company. * We rent more properties than anyone in New England -- can anyone else make that claim? Landlords know this and give us their best listings! * Over 2 million web hits per month on average - creating incredible leads. You spend far less time marketing and more time showing and closing business. * We have over 12,600 apartment pictures in our database alone! (No one can touch that either.) * Our database also houses the nation's largest collection of luxury apartment videos. (This makes your marketing easier) * Extensive daily training classes to help you grow - taught by experienced managers

Job Title		Company	
NextGen Realty Needs New & Experienced Agents		Boston Pads	
Expires	Job Type	Job ID	School Job ID
02/07/2010	Full Time, Part Time	1830588	
Degrees Wanted		Majors Wanted	
None Required		Art; Art - Studio; Art and Business; Art Therapy; Business Administration; Catholic Studies; Computer Science; Criminal Justice; Early Childhood Education; Elementary Education; English; Environmental Science; Fire Science; Graphic Design; Health Science; History; Human Development & Human Services; Humanities; Legal Studies; Media Communications; Music; Music Performance; Music Therapy; Nursing; Paralegal; Pastoral Ministry; Political Science; Psychology; Public Policy; Social Work; Sociology; Spanish; Sports Management; Teacher of English (5-8, 8-12); Teacher of History (5-8, 8-12); Teacher of Music (Pre K-12); Teacher of Visual Art (pre-K-8, 5-12)	
Job Description			
It is easy to get a job in real estate, but it's much more difficult to make serious money! As a salesperson working strictly on commission, you need to know that you will be working with the best in the industry. Nextgen Realty is powered by the largest apartment database in New England, superior management support and training and a rock solid stream of customers in order for you to build your business. There is a reason why more new and experienced agents continue to come to work and grow in our money making real estate system. What Make Us Premier: * Access to New England's LARGEST apartment database with more than 82,000 apartment listings! Nobody can beat that! * Ability to market on over 75+ proprietary websites (Many are ranked #1 on Google, Bing, Yahoo etc. al. for keyword searches):			

<http://www.NextGenRealty.com>, <http://www.BostonPads.com>,
<http://www.OffCampusPads.com>, <http://www.AllstonPads.com>,
<http://www.BrooklinePads.com>, <http://www.BrightonPads.com>,
<http://www.FenwayPads.com>, <http://www.BackBayPads.com> and more! * Relationships with over 10,000 landlords. We have more hot properties to show than any other company. * Over 2 million web hits per month on average - creating incredible leads- you spend less time marketing and more time showing. * We have over 24,000 apartment picture galleries, 2000 property videos and 300 virtual tours in our database alone! (No one can touch that either) * Our database also houses the nation's largest collection of luxury video apartments. (This helps you market easier) * Extensive daily training classes to help you grow - taught by experienced managers * Ability to make \$10K per month on average * Easy transition into Sales and Property Management * In-house marketing and design services * Dynamic, centrally-located Allston office with blazing fast servers and computers * Cutting-edge, state-of-the-art technology * \$500 sign-up bonus (with completion of training & classes) What You Need to Get Started: • Cell Phone (617 area code) • Mass. Real Estate Salesperson License (or in-process). Don't have one? We can help! • 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 You see, there is a big difference between us and other companies. Nextgen Realty proudly delivers the complete package to make you excel in your real estate career. We challenge you to find any other company with anything close to what we have mentioned above. Are you ready? For more information or to set up an interview - Submit Your Resume to: HR@NextGenRealty.com or call

Job Title		Company	
Assistant Teacher		Discovery Family Child Care/Preschool	
Expires	Job Type	Job ID	School Job ID
02/10/2010	Full Time, Part Time	1831675	
Degrees Wanted		Majors Wanted	
None Required		Early Childhood Education; Elementary Education	
Job Description			
large family childcare with 10 preschool age children is in need of an assistant teacher 2-5 days per week from 7:30-3:30. Days are flexible. Must be licensed or teacher qualified. Must be responsible, reliable, professional, nurturing, and love working with children.			

Job Title		Company	
Box Office Ticket Seller		The Hanover Theatre for the Performing Arts	
Expires	Job Type	Job ID	School Job ID
02/11/2010	Full Time, Part Time	1832488	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
Must have excellent customer service skills and experience, cash handling experience, strong computer skills, and ability to work in a fast-paced environment.			

Job Title		Company	
LUK Mentoring Program Advisory Board		LUK Inc.	
Expires	Job Type	Job ID	School Job ID
02/14/2010	Community Service, Part Time, Volunteer	1618612	
Degrees Wanted		Majors Wanted	

None Required	Any Major
Job Description	
Serve as a member of the Mentoring Advisory Board which meets the second Wednesday of each month at 5:30 PM. Offer ideas and expertise to program staff; promote and assist with mentor recruitment and act as an ambassador for the LUK Mentoring Program.	

Job Title		Company	
Legal Secretary/Paralegal		Gregory Casale Attorney At Law	
Expires	Job Type	Job ID	School Job ID
02/20/2010	Full Time	1841180	
Degrees Wanted		Majors Wanted	
Associates, Certificate, Diploma		Criminal Justice; Legal Studies; Paralegal	
Job Description			
LEGAL SECRETARY/PARALEGAL POSITION Ideal candidate will have 1+ years experience or paralegal training or experience in a Criminal, Personal Injury & Real Estate areas of law as well as Research & Writing Skills. MS Word/Office and Amicus Attorney software experience helpful. Interested candidates should e-mail or fax a resume and cover letter to Attorney Gregory Casale at: E-Mail: gc@attycasale.com Fax: (508) 752-6999			

Job Title		Company	
English Teacher(Teaching in South Korea)		Travel and Teach Recruiting Inc.	
Expires	Job Type	Job ID	School Job ID
02/25/2010	Full Time	1819737	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
Teaching English in Korea to students from beginner to advanced levels, children to adult. You do not need teaching experience. This is a fantastic experience that opens doors to many opportunities, allowing you to see more of what the world has to offer. Job Location: Daegu, Busan, Seoul, Ulsan, Cheonan and other sites across South Korea Salary: 2.0-2.5 million Korean Won (go to http://www.xe.com/ to see the exchange rate on your currency). Monthly pay depends on education and experience. Benefits: * Good Schools * Round-trip airfare paid * Apartment paid * Severance (equal to one months' salary) * 50% insurance paid * Tax rate is 3.3 - 6% Follow our Travel and Teach community on Facebook and Twitter! We are building a community among the teachers that are already in Korea as well as with those who are on their way, like yourself. Feel free to join our Facebook and Twitter groups where you can learn more about other peoples' adventures! www.facebook.com/group.php?gid=6818624126 www.twitter.com/TravelandTeach			

Job Title		Company	
Marketing Intern		The Hanover Theatre for the Performing Arts	
Expires	Job Type	Job ID	School Job ID
02/27/2010	Internship	1629499	
Degrees Wanted		Majors Wanted	
Diploma		English; Media Communications	
Job Description			
Enter the exciting world of show business, and become a part of the newest cultural attraction in Central Massachusetts! As a marketing intern for the Hanover Theatre, you will work			

closely with the Director of Marketing & PR to promote upcoming performances and keep things running smoothly "backstage." Duties will include distributing promotional materials, coordinating media advertising placements, updating the website, fostering local business relationships, and drafting press releases. Day-to-day work will vary, depending on the current show schedule and the specific needs of the theatre. This internship is great opportunity to gain hands-on experience in the entertainment industry, as well as to expand your knowledge and skills in marketing, sales, public relations, and advertising.

Job Title		Company	
Development Intern		The Hanover Theatre for the Performing Arts	
Expires	Job Type	Job ID	School Job ID
02/27/2010	Internship	1629511	
Degrees Wanted		Majors Wanted	
Diploma		Business Administration; English; Human Development & Human Services; Humanities	
Job Description			
The development department at The Hanover Theatre is responsible for raising funds so the theatre can retire any and all remaining debts, and to build a strong financial foundation in which the Theatre will continue to grow and thrive. The department is also responsible for overseeing all of the theatres founding members, and basic member relations.			

Job Title		Company	
Paralegal - Business & Finance Practice Area		Bowditch & Dewey, LLP	
Expires	Job Type	Job ID	School Job ID
03/01/2010	Full Time	1834174	
Degrees Wanted		Majors Wanted	
Bachelors, Certificate		Legal Studies; Paralegal	
Job Description			
Paralegal Business & Finance Practice Area Bowditch & Dewey, LLP, ranked among the largest law firms in Massachusetts, has an opening in its Worcester office for an entry-level paralegal. Recent college graduates who are planning to attend law school or graduate school within the next two years are encouraged to apply. Responsibilities include providing support to Partners in the Business & Finance Practice on commercial and bankruptcy related matters. Duties will include preparation of closing binders; organizing pleadings; calendaring deadlines, maintaining service lists, and other general corporate and bankruptcy related tasks. We provide a competitive compensation package and a professional work environment. Dedicated to Diversity: Bowditch & Dewey focuses on inclusive hiring of those candidates having excellent skills with a broad range of experiences, knowledge and perspectives. Diversity within the Firm promotes an open and mutually respectful workplace and the delivery of superior service to its clients.			

Job Title		Company	
Public School Positions available-All grads in all majors.		Pegasus Recruiting-Teach in Korea	
Expires	Job Type	Job ID	School Job ID
03/23/2010	Full Time	1644944	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
As a university degree is a requirement, Pegasus is looking for recent graduates who are			

interested in teaching, traveling abroad and experiencing other cultures. No experience is necessary, as our schools will train. Preference is given to those who show a passion for teaching, enthusiasm and drive. Teacher Requirements 1) You must be a native English speaker from Canada, USA, New Zealand, Australia, Ireland, South Africa and the UK. 2) You must have a Bachelors degree ~ any discipline. 3) You must have a clean criminal record check 4) You must be in good health Our Schools are looking for graduates interested in teaching children of all ages. All teaching material is provided and the teacher's main purpose is to deliver the information to the students in a fun and creative way. This is a great opportunity for someone looking to broaden his or her horizons, gain international experience and travel abroad! All our schools offer the following: MONTHLY POSITIONS STARTING ASAP •Great working conditions •Other foreign teachers •Visa Assistance •Full training for all new teachers •Comprehensive teachers guide •Reputable Company well known for its high standards •Great apartment only minutes from the school Locations/Areas: Most of our schools are in big cities. We have positions throughout Korea. We will work with you to find you a school that is the best fit. Age of Children: Kindergarten/Elementary/Middle/High Type of schools: *Private Schools also known as Hakwans *Public Schools SALARY AND BENEFITS Starting salary from 1.8Million-2.5Million Korean Won (depending on experience) plus great benefits BENEFITS INCLUDE: * PAID ROUNDTRIP AIRFARE * PAID accommodation - single furnished studio apartment * School will pay 50% of the medical insurance * Severance pay (you will receive a full month's salary after you complete your 12 month contract) * Overtime pay * Curriculum and teaching materials provided * All teachers training provided by the school * 15 Paid National Holidays plus paid vacation. * Low income tax (0-7%) ***WE ARE PRESENTLY HIRING GRADS NOW FOR AUGUST 2009 POSITIONS FOR MINISTRY OF EDUCATION*** Teachers with a B.A. start at 1.8 million won per month (tax free except for Canadians), with a KRW 300,000 signing bonus, and free furnished single housing. Teachers with a 100 hour TESL/TEFL certification, a BEd, a teaching license or a Master's Degree start at 2.0 million won per month, and teachers with the above qualifications and two years of teaching experience start at 2.3 million won per month. Teachers placed in rural locations are eligible for an additional KRW 100,000 per month. Free airport pick up is included. One way airfare is reimbursed and the school will purchase you a ticket home upon the successful completion of your contract. The Provincial or Metropolitan Office of Education pays Fifty percent of medical insurance. Foreign teachers work with Korean co-teachers. The teaching hours are only 22 hours per week, although teachers are required to be at school from 9 to 5. Your evenings are always free. Two weeks of paid vacation in addition to national holidays is also included. If you are graduating in May 2009 or have graduated, interested in traveling and gaining international work experience abroad please apply online at: www.pegasusteachers.com Or Email your resume to us today: info@pegasusteachers.com For more information feel free to view our website at: www.pegasusteachers.com

Job Title		Company	
Conversational English & Specialty Teachers in China		U.S. Chinese Culture Center	
Expires	Job Type	Job ID	School Job ID
04/15/2010	Full Time	1691464	
Degrees Wanted		Majors Wanted	
Bachelors, Doctorate, Masters		Any Major	
Job Description			
Teach conversational English skills to Chinese students (predominately middle & high school) who have had formal English reading and writing classes but need help adopting an American accent. Specialty teachers will teach in their academic disciplines, with some positions at the college level. Program uses graduates and alumni from any major during renewable 10 or 12-month terms. Round-trip airfare reimbursed by host school at completion of contract. Free housing, paid vacations, and the opportunity to learn Chinese at the same school where you teach English. Free TESL Training/Certification. Summer school programs available on a limited basis.			

Job Title	Company
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SeniorConnection Associate		Central Massachusetts Agency on Aging	
Expires	Job Type	Job ID	School Job ID
07/10/2010	Internship, Volunteer	1710375	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
Collaborate with the SeniorConnection staff to: 1. Help consumers to identify their individual needs(s). Research and present appropriate available community resources(s) to meet said need(s). 2. Update existing and organize new resources on www.SeniorConnection.org, Connection for Caregivers and in the CMAA Resource Library. 3. Research Internet resources and gather information pertinent to Central Massachusetts seniors and their caregivers. 4. Raise community awareness of SeniorConnection by distributing educational materials throughout the 61 town/city service area. *****Work plans will be individualized in order to best accommodate each student's academic requirements, skills, interests and time availability as well as the agency's existing needs.			

Job Title		Company	
Administration and Policy Associate		Central Massachusetts Agency on Aging	
Expires	Job Type	Job ID	School Job ID
07/10/2010	Internship, Volunteer	1710380	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
Duties: 1. Under the direction of supervisor, identify policy issues that affect seniors within the planning and service area. 2. Analyze issues, prepare reports for Board of Directors that may be used in communications with legislators at State and Federal levels. 3. Network with other agencies in the aging network, particularly Councils on Aging and Senior Centers, Aging Services Access Points, Executive Office of Elder Affairs (Boston) and other providers for the purpose of assisting in development and coordination of services offered to seniors. *****Work plans will be individualized in order to best accommodate each student's academic requirements, skills, interests and time availability as well as the agency's existing needs.			

Job Title		Company	
Research and Planning Associate		Central Massachusetts Agency on Aging	
Expires	Job Type	Job ID	School Job ID
07/10/2010	Internship, Volunteer	1710385	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
Function: Directed or independent study of specific issues affecting elders and caregivers in Central Massachusetts Research projects can be customized to student interests and might include needs assessment surveys or other data collection related to: •caregivers (This includes younger elders caring for parents or older relatives as well as younger adults caring for elderly relatives). •specific ethnic/racial groups. •grandparents raising grandchildren. •housing issues. •other issues related to the needs of elders in Central Massachusetts. Program evaluation projects might include: •financial management programs. •support group programs. •home repair programs. In addition, we have needs assessment survey results that might be used for comparison purposes by students.			

Job Title	Company
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Intern		Lombardo's	
Expires	Job Type	Job ID	School Job ID
07/26/2010	Internship, Part Time	1718978	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This internship provides students with the opportunity to learn first-hand how to plan an event: from pitching and scheduling the initial meeting to landing the deal and then coordinating and managing the actual event. It also provides students with the unique opportunity of seeing how a family business truly operates and how members work together for the benefit of the business. Intern responsibilities would include: Providing event planning and wedding planning sales assistance, sales and marketing promotion, market research, administrative tasks, human resource projects, meeting attendance, and event attendance.</p>			

Job Title		Company	
Financial and Insurance Sales Consultants		Mutual of Omaha	
Expires	Job Type	Job ID	School Job ID
07/29/2010	Full Time	1744192	
Degrees Wanted		Majors Wanted	
Bachelors, License, Masters		Business Administration	
Job Description			
<p>A career opportunity with Mutual of Omaha can provide you with: » Unlimited income potential, plus bonuses » Financial support during your first three years to help you build your business » Worldwide incentive travel Be in business for yourself but not by yourself! Mutual of Omaha has: » One of the best comprehensive training programs in the industry » Turn-key programs dedicated to getting you off to a fast start » Local and regional business and marketing support Clearly defined career path to support your future growth through: » Insurance based Financial Advisor specializing in protecting families and businesses against risk and life's uncertainties » Sales Management » Niche markets specialist Making A Difference What sets this career apart? What motivates agents? It's what they consider their mission helping protect individuals, families and businesses. Our agents make a real difference in peoples lives. Good planning can impact families for generations.</p>			

Job Title		Company	
Law Office Fall Intern		Law Office of Kevin Patrick Seaver	
Expires	Job Type	Job ID	School Job ID
08/06/2010	Internship, Part Time	1770411	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Law Office Seeks Law Intern The Law Office of Kevin Patrick Seaver is a busy, small, friendly law firm conveniently located near the Green Line's Science Park T stop in Boston. Practice focus is on Juvenile Law and Family Law. The Law Office of Kevin Patrick Seaver provides a substantive legal internship experience. The focus of this internship is to assist Attorney Seaver in the critical analysis of Department of Children and Families documents, accompany Attorney Seaver to court, write legal memoranda and briefs, visit clients, attend meetings at medical and residential institutions, and other tasks assigned. The ideal candidate has strong grammatical skills, strong research skills, a pleasant telephone manner, and the ability to interact with attorneys, social workers, and clients of many nationalities, socioeconomic groups, and levels of education. A positive attitude and a high level of integrity are imperative. Attorney Seaver seeks applicants who are team players and self-starters who can</p>			

take directions from others. Internship hours are flexible and may range from two to five days a week from 8:30 a.m. to 5:00 p.m. during the fall of 2010. Students applying for this internship position are encouraged to visit Attorney Seaver's website at www.kevinseaver.com. Please send cover letter and resume to kevinseaver@yahoo.com by no later than one week prior to the start of the semester. Please, no telephone calls or faxes!

Job Title		Company	
Mentor Substitute		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/12/2010	Community Service, Part Time, Service Learning, Volunteer	1734416	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position involves your presence on some Saturdays from 11:00-11:50. During this time, we will have a mentor program in which our students will be matched with a mentor who should be present every Saturday to work with him/her. If you would like to help with this program, but are unable to commit to every Saturday, you can become a mentor substitute and fill in for any missing mentors that day. You will be matched with a student between grades 5- 12, to help him/her with their homework, English literacy and any projects or goals set by the regular mentor.</p>			

Job Title		Company	
Website Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/12/2010	Community Service, Internship, Part Time, Volunteer	1734422	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position requires proficiency in Flash. As the website coordinator, you will work with our office manager to continually update our website www.acechildren.com with announcements, updates and media while working to make it more user friendly. Manage forum with all updates and announcements. Previous experience with website design needed as well as good communication skills.</p>			

Job Title		Company	
Schedule Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/12/2010	Community Service, Part Time, Seasonal, Volunteer	1734423	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position is responsible for providing administrative and programmatic support to the lead teacher and director. Primary responsibilities will include: 1) Maintain communication with ACE Head Teachers regarding Math and English levels for students and Survey children's interests for extracurricular activities 2) Develop a schedule for each child taking into account their level and interests and assign students to extracurricular activities based on their interests and teachers' requirements 3) Update the schedules when necessary, create new</p>			

ones for incoming students and provide each student with individual schedule.

Job Title		Company	
Schedule Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Full Time, Internship, Part Time, Seasonal, Service Learning, Volunteer	1734035	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position is responsible for providing administrative and programmatic support to the lead teacher and director. Primary responsibilities will include: 1) Maintain communication with ACE Head Teachers regarding Math and English levels for students and Survey children's interests for extracurricular activities 2) Develop a schedule for each child taking into account their level and interests and assign students to extracurricular activities based on their interests and teachers' requirements 3) Update the schedules when necessary, create new ones for incoming students and provide each student with individual schedule.</p>			

Job Title		Company	
Transportation Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Seasonal, Service Learning, Volunteer	1734043	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position is responsible for providing administrative and programmatic support for the transportation needs of the program. Primary responsibilities will include: 1) Review students' locations for ACE and direct drivers to areas of pick-up 2) Maintain a record of all such individuals participating and ensure they sign-in every time they do transportation</p>			

Job Title		Company	
Administrative Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Seasonal, Service Learning, Volunteer	1734049	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position is responsible for providing administrative and programmatic support for the general needs of the program. Duties might include; review all student files and identify what is missing. Make sure the necessary forms are entered and assessment tests administered for new and continuing students. Responsible for taking attendance every week at the program. This position may be formalized into an internship with a weekly commitment of 5+ hours per week. College students- we can work with your school to have this internship count for course credit! This is a great opportunity for anyone interested in pursuing a career in non-profit management, or simply becoming involved in your community!!</p>			

Job Title	Company
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Volunteer Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Seasonal, Service Learning, Volunteer	1734060	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position is responsible for managing and administration related to volunteers for the organization. Primary responsibilities will include: 1) Maintain communication with volunteers on weekly basis 2) Assign students to mentors 3) Organize students and volunteers during tutoring time on Saturdays. 4) Maintain documentation and other duties as necessary. 5.) Recruit new volunteers, interns and mentors for the program. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting during study sessions, training mentors and developing recruitment materials and strategies. This is a great opportunity for anyone interested in pursuing a career in teaching, non-profit management, or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!</p>			

Job Title		Company	
Assistant Teacher		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Service Learning, Volunteer	1734417	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position requires your presence at the Saturday program at least twice per month. As a teacher's assistant you will help one of our teachers in their classroom, during any of the following class periods: 9:30-10:50, 12:30-1:30, 1:30-2:30 or 2:30-3:30. Based on your interests and experience you may assist in our beginner, intermediate or advanced English and Math classes as well as our dance, art, theatre and SAT prep class. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting in the classroom, developing lesson plans and helping to correct assignments. This is a great opportunity for anyone interested in pursuing a teaching career, ESL or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!</p>			

Job Title		Company	
ESL Teacher for Adults		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Full Time, Internship, Part Time, Service Learning, Volunteer	1734419	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position involves teaching recent African immigrant and refugee adults in basic and intermediate English vocabulary, speech and writing. Must have experience teaching ESL or willing to be trained. Experience working with culturally diverse populations preferred. Assistant teaching positions are also available to those with no prior experience teaching. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting in the classroom, developing lesson plans and helping to correct assignments.</p>			

This is a great opportunity for anyone interested in pursuing a teaching career, ESL or simply becoming involved in your community!!

Job Title		Company	
SAT Class Teacher		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Service Learning, Volunteer	1734420	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position requires your presence every Saturday to prepare African refugee and immigrant high school students for the PSAT's and SAT's. Must have experience teaching SAT prep or willing to be trained. Assistant teaching positions are also available to those with no prior experience teaching. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting during class and developing activities for students to use inside and outside of class. This is a great opportunity for anyone interested in pursuing a career in teaching, social work, or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!</p>			

Job Title		Company	
MCAS Preparation Teacher		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734421	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position requires your presence every Saturday to prepare African refugee and immigrant high school students for the MCAS. Must have experience teaching MCAS prep or willing to be trained. Assistant teaching positions are also available to those with no prior experience. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting during class and developing activities for students to use inside and outside of class. This is a great opportunity for anyone interested in pursuing a career in teaching, social work, or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!</p>			

Job Title		Company	
Access Database Support		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Part Time, Volunteer	1734424	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position requires proficiency in MS Access to be able to update and program our office database in order to input, produce, analyze and interpret various data. Must update database monthly with grades and test score information and maintain the attendance database. Must generate necessary reports several times a year. In addition to experience working with Access, this person must also have good communication skills and patience to</p>			

explain to office staff how to effectively use the database.

Job Title		Company	
Student Support & Development Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734426	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
<p>This position requires your presence on most or all Saturdays between 9:30- 3:30. Will provide resources and guidance to our high school students on post-secondary options, scholarships, job counseling, etc. This person should supply information on SAT , college application, financial aid and scholarship due dates. In addition he/she must identify all opportunities for summer jobs, maintain a database of employees and provide the students with recommendations. Responsibilities also include maintaining current student records, assessing their interests and work intensively with the students. This person will serve as a resource to other volunteers and mentors working with these high school students. Preferred College student or Graduate student. Must work well with kids, communicate effectively, be knowledgeable of post-secondary options, patient and well organized.</p>			

Job Title		Company	
Student Support & Development Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734427	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
<p>This position requires your presence on most or all Saturdays between 9:30- 3:30. Will provide resources and guidance to our high school students on post-secondary options, scholarships, job counseling, etc. This person should supply information on SAT , college application, financial aid and scholarship due dates. In addition he/she must identify all opportunities for summer jobs, maintain a database of employees and provide the students with recommendations. Responsibilities also include maintaining current student records, assessing their interests and work intensively with the students. This person will serve as a resource to other volunteers and mentors working with these high school students. Preferred College student or Graduate student. Must work well with kids, communicate effectively, be knowledgeable of post-secondary options, patient and well organized.</p>			

Job Title		Company	
Fundraising Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Full Time, Internship, Volunteer	1734428	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This positions main tasks include: 1. Identifying organizations interested in supporting educational programs or African community development 2. Identifying all local African</p>			

businesses or those that cater to the African community 3. Schedule necessary meetings, give Power Point presentations 4. Identify and coach 2-3 older students to assist you in presentations. 5. organize ACE events geared toward fundraising, obtain sponsors, ensure proper publicity 6. Maintain database of ACE donors, send Thank You cards, periodic information updates on ACE. Work with all kids to plan a group fundraiser that they can participate in. This internship is a great opportunity for anyone pursuing a career in Business, Marketing, Events Planning, Communications, Non-Profits, and Youth Leadership Development. If you are a student we can work with your college or University so your internship can count towards course credits. This position requires organization, good communication and networking skills. Previous fundraising experience is helpful.

Job Title		Company	
Food Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734430	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This internship requires your presence every Saturday. The main tasks include: 1. preparing and/ or working with a member of the community to prepare and deliver breakfast and hot lunch for our 75 students (breakfast by 9am, lunch by 11:45pm 2. Making agreements with restaurants and business to donate food. 3. Make agreements with local supermarkets to give donation gift-cards to ACE- purchase groceries necessary for community members 4. Organize food making for all ACE events and parties 5. Purchase/ find someone to make Birthday Cakes when necessary 6. Work with ACE administration to reimburse community members for cooking</p>			

Job Title		Company	
Publicity/ Communications & Media Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734431	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This interns overall duty is to produce and distribute information and advertisements about ACE events and announcements. Experience with MS Publisher and PowerPoint preferred. Some tasks include: 1. writing press releases for local media for all ACE events 2. create/update all written informational materials of ACE, including the ACE Magazine. 3. Distribute informational flyers to different agencies, business, organizations, community members, churches etc- (work with fundraising and volunteer coordinator interns.) 4. Improve brochure. 5. Ensure photographs and videos are taken at all ACE events and maintain database of such 6. Create a short 2-3 minute video to serve as an Advertisement for ACE to recruit volunteers and receive funds 7. Obtain and keep all audio/visual/written materials on ACE 8. Find opportunities for ACE administration to speak on radio/ TV shows This position may be formalized into an internship with a weekly commitment of 5+ hours per week. This is a great opportunity for anyone interested in pursuing a career in media relations, communication, marketing or publicity or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!</p>			

Job Title	Company
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Mentor		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Part Time, Service Learning, Volunteer	1734432	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This fall, the African Community Education Program is excited to begin a mentor program with a focus on building long-term relationships with our students and goal setting. This program is a great opportunity to make a lasting impact on a student in your community and develop a reciprocal relationship in which you learn from each other. From 11:00 am to 11:50 am we are looking for tutor/mentors to consistently work with one of our students on their homework, English literacy, as well as short and long-term goal setting. By participating in this mentor program you will receive a certificate of completion, accompanied by an evaluation of your work and a recommendation letter. Completion of the program requires your active presence at the program every Saturday. However, we understand that if you are a student you may not be living in Worcester for the duration of our program so we will do our best to work with you around this possible scheduling conflict. At ACE, we are committed to building stable and consistent relationships for our students who have already overcome so many challenges and continue to need someone that they can look up to and depend on! In order to build these relationships we will work to match your interests, preferences and skills with one of our student's.</p>			

Job Title		Company	
African Community Liaisons		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734433	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position requires you to serve as representatives for ACE in assigned communities. This intern will be responsible for spreading general awareness about ACE and recruiting volunteers to work with ACE. In order to become one of the following community liaisons you must be a member of or active in the communities which it serves: Liberian Community Liaison, Ghanaian Community Liaison, Somalian Community Liaison, Kenyan Community Liaison , Burundi Community Liaison. Excellent communication skills required.</p>			

Job Title		Company	
Worcester College and University Coordinators		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/13/2010	Community Service, Internship, Part Time, Volunteer	1734434	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>These positions would assist the Volunteer Coordinator with recruiting new volunteers, obtaining the necessary volunteer forms, and coordinating transportation among volunteers. To be a coordinator for the following schools you must be a student of the school and a former or active volunteer at ACE. You must have excellent communication and organizational skills. We are currently seeking liaisons from UMass Medical School, Worcester State College,</p>			

Clark University, Holy Cross College, Assumption College, Becker College, Worcester Polytechnic Institute and Anna Maria College.

Job Title		Company	
Grant writer		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735252	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>The main tasks of this position include: 1. Search various foundations, organizations and governmental agencies for grant appropriate for ACE 2. Work with the City of Worcester on any possible city funding 3. Prepare grant narratives and budgets and submit to ACE administration for review 4. Maintain communication with the funders and provide necessary documentation and reports 5. Maintain communication with ACE staff and ensure proper documentation for each grant Experience in grant writing required. Must have good written and oral communication skills.</p>			

Job Title		Company	
Assistant Volunteer Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735254	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This position is responsible for the management and administration related to volunteers for the organization. Primary responsibilities will include: 1) Maintain communication with volunteers on weekly basis 2) Assign students to volunteers. 3)Organize students and volunteers during tutoring time on Saturdays. 4) Maintain documentation and other duties as necessary. 5.) Help to recruit new volunteers, mentors and interns. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting during class and developing activities for students to use inside and outside of class. This is a great opportunity for anyone interested in pursuing a career in teaching, social work, or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!</p>			

Job Title		Company	
Spring Festival Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735255	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Job Description: -Identify all the needs for organizing the festival -Recruit volunteers to work on different tasks related to the festival (programming, music, technical support, publicity, food, funding, etc) -Communicate with teachers regarding Math and English competitions - Communicate with dance and theater and (if available) -Identify student speakers and MCs-</p>			

match with volunteers who will help them prepare -Create flyers and publicize the event widely -Identify space and negotiate all details -Find sponsors among banks and local organizations -Work with student leaders to prepare event

Job Title		Company	
Events Planning/ Field Trip Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735256	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Plan and coordinate fundraising events, staff and volunteer social events, student field trips, etc. This intern would also assist the Spring Festival Intern. Must develop new opportunities for fundraising events, identify space and negotiate all details, publicize the events, work with students and student leaders to prepare events, find sponsors among banks and local organizations. Must identify 3 fieldtrips during school year, project expenditures and present budget for approval to ACE staff/Board. Must obtain transportation, ensure necessary number of chaperones and identify students eligible to participate in field trip. Great for someone interested in pursuing a career in events planning. Must be very organized and an independent worker.</p>			

Job Title		Company	
ESL/ Curriculum development Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735257	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>This intern would work with teachers to improve and expand our curriculum to meet the needs of our English Language Learners. He/she would be responsible for developing activities and gathering resources to assist in classroom instructions as well as during the students study periods. Experience in curriculum development or teaching ESL preferred but not necessary. Great experience for some one interested in Education or working with ELL students.</p>			

Job Title		Company	
Human Resources Intern		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735259	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Maintain database of all ACE 'employees'. Ensure that all applications, CORIs and contracts are filed (teachers, staff, volunteers, etc) Arrange interviews with ACE staff. Develop and maintain information packages. Arrange staff and teacher orientations. Create job descriptions and recruit qualified staff. This position may be formalized into an internship with a weekly commitment of 5+ . This is a great opportunity for anyone interested in pursuing a</p>			

career in non-profit management, human resources or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!

Job Title		Company	
Financial Director		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735262	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Maintain all financial records of ACE showing incoming funds, expenditures and current assets. Manage all ACE accounts based on fund sources and ensure that proper expenses are applied towards appropriate fund sources. Prepare quarterly financial statements. Prepare monthly checks for all ACE- paid staff and maintain record of all such transactions. Assess/ reassess ACE needs and prepare organizational budgets Work with grant writer on preparing program budgets based on organizational budget and currant needs. Manage ACE bank accounts ensuring maximum profit for ACE (ie etch out for fees, keep money in Savings account with interest, etc). Accounting experience and/or coursework required. Great opportunity for students pursuing accounting to get hands-on experience in their field.</p>			

Job Title		Company	
Student Coordinator		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/14/2010	Community Service, Internship, Part Time, Volunteer	1735263	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Oversee our student workers during weekdays. Work with office manager to develop and supervise tasks for students that will benefit ACE and provide students with useful experience and job skills. Work with student leaders to ensure that they play in active role in the organization. Communicate with teachers and staff to identify student of the Month and report to Program Director.</p>			

Job Title		Company	
Basic Computer Class Teaching Assistant		African Community Education Program	
Expires	Job Type	Job ID	School Job ID
08/30/2010	Community Service, Part Time, Service Learning, Volunteer	1789370	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Must be available on Saturdays. Assist teacher with computer class for refugee youth. 1st class really basic, typing, formatting, academic computer games. 2nd class basic/ intermediate. Power point, online research. Must be patient and responsible.</p>			

Job Title	Company
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Youth Mentoring Program		LUK Inc.	
Expires	Job Type	Job ID	School Job ID
09/03/2010	Community Service, Volunteer	1749650	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
Community Mentoring Program: The LUK Mentoring Program seeks adults 18 years and older to be a positive role model for youth who are involved with Department of Children and Families or have an incarcerated parent. Volunteers spend at least one hour per week doing a variety of activities with the youth they are matched to. Friendship is the emphasis of this relationship and we stress the year long commitment.			

Job Title		Company	
Inside Sales- Medical Publisher, Subscription Database, Book		Natural Standard	
Expires	Job Type	Job ID	School Job ID
10/06/2010	Full Time	1772795	
Degrees Wanted		Majors Wanted	
Bachelors, Masters, MBA		Any Major	
Job Description			
Natural Standard (www.naturalstandard.com) is a prestigious medical publisher located in the heart of bustling Davis Square, Somerville, MA. We are known for evidence-based reviews of herbs, supplements, alternative therapies, diets, exercise and nutrition topics all are searchable in our online database (available by subscription) and in our books. We are seeking to expand our existing team adding highly motivated professionals to inside sales positions in both new business and account retention (member services) departments to rapidly grow our subscription base. Clients include hospitals, universities, manufacturers, retail stores, pharmaceutical companies, and public health websites. Energetic, outgoing, confident team members eager to spread the word about high quality healthcare information. Opportunity to attend conferences, exhibit at trade shows. Daily activities include high outbound calls wearing headset- goal of 85 per day, 3 hour connect time- working on CRM software. Base salary is based on experience plus generous commission structure including bonuses for exceeding goals, plus benefits in a stimulating work environment. College degree and inside sales experience required Hard work- high reward. Looking for strong willed people who thrive in an empowering, buzzing, stock market type atmosphere- rise to the top and make a great living feeling proud of the products they represent. Improving healthcare, professional, consumer, and your life while helping others with high quality, trustworthy information services. Please submit resume to hr@naturalstandard.com . Thank you.			

Job Title		Company	
Web Programmer/Developer/IT Administrator Position		Natural Standard	
Expires	Job Type	Job ID	School Job ID
10/06/2010	Full Time	1772800	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
The Natural Standard Research Collaboration is seeking a fulltime Web Programmer/Software Developer/IT Administrator to head-up the administration and further development of the Natural Standard consumer website, as well as other in-house development and IT needs, at its brand new office in Davis Square in Somerville, MA. The Natural Standard Research			

Collaboration (www.NaturalStandard.com) is an international, multidisciplinary research group founded by clinicians and researchers at the Harvard Medical School and the University of California. A leading innovator in the medical publishing field, Natural Standard provides high quality, evidence-based electronic and print resources concerning complementary and alternative therapies and includes contributors from more than 100 eminent academic and medical institutions world-wide. Natural Standard's website serves as a valuable electronic decision-support tool for clinicians, students, consumers, and numerous commercial, medical and academic organizations across the globe. This is an excellent opportunity to play a critical role in the growth of a successful medical publisher, pioneering in the field of evidence-based integrative medicine. The position's duties will include but are not limited to: -Development, implementation and maintenance of the organization's website and new website functionality, ensuring that the site meets the business needs of the organization. -Analysis of web traffic and customer feedback to improve website usability and functionality. - Design and implementation of web-based (and other), internal software utilities to improve organization work-flow. -Review, analysis, and modification of existing code, including testing, debugging and documenting of said code. -Management, support, and maintenance of all Natural Standard IT resources, including setup, configuration, and support of Natural Standard's internal network, email, and organization-wide data backup, recovery, and security policies. - Providing technical support and guidance to users (20+) on a variety of issues, as well as identifying, researching, troubleshooting and resolving various technical problems within the organization. The ideal candidate will be self-motivated, a quick learner and self-teacher, attentive to detail, possessed of an exemplary work-ethic, and committed to the continuing success of the organization. The candidate will also be well-organized—able to manage time, projects, and priorities effectively and efficiently—and interact and communicate well with a variety of personnel of varying technical expertise. Additionally, s/he will possess the following qualifications: -A 4 year degree or higher in an applicable field -Relevant web development and/or programming experience -Familiarity with (but not limited to) the following technologies or tools: HTML, XML, JavaScript, Microsoft Windows/Office -Facility with software and technology of all kinds—easily able to research and evaluate software products and implement off-the-shelf solutions for a variety of needs -Familiarity with installing/managing a content or document management system is a plus Due to the unique ambit of the position, candidates without the exact, requisite qualifications but with exceptional credentials or relevant experience will be considered. Natural Standard offers a competitive benefits package including: salary, 401k, flex spending, medical and dental insurance, pre-tax T passes, optional on-premises parking, direct deposit, paid holidays, personal days and vacation, vesting stock option eligibility after 1 year, and a conveniently located brand new triple A office space just steps from the Davis Square Red Line T stop and numerous bus-lines. Compensation and career growth opportunities are commensurate with experience. To apply for this position, please submit a resume and cover-letter to hr@naturalstandard.com with "[NAME OF POSITION]-[YOUR LAST NAME]" in the subject line of the email.

Job Title		Company	
Intern		Lombardo's	
Expires	Job Type	Job ID	School Job ID
10/12/2010	Internship	1775310	
Degrees Wanted		Majors Wanted	
None Required		Any Major	

Job Description

This internship provides students with the opportunity to learn first-hand how to plan an event: from pitching and scheduling the initial meeting to landing the deal and then coordinating and managing the actual event. It also provides students with the unique opportunity of seeing how a family business truly operates and how members work together for the benefit of the business. Intern responsibilities would include: Providing event planning and wedding planning sales assistance, sales and marketing promotion, market research, administrative tasks, human resource projects, meeting attendance, and event attendance.

Job Title	Company
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Sales Internship		Solstice Technologies	
Expires	Job Type	Job ID	School Job ID
10/15/2010	Full Time, Internship, Part Time	1783907	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Want to gain valuable experience and improve your resume while working at a local company? Gain real world experience to augment your academic knowledge by participating in the direct sales force of a High Tech startup. Interns are given first consideration for full time positions when available. Hours are flexible and can work around your class schedule. This position could be beneficial for current students and recent graduates looking for experience.</p>			

Job Title		Company	
Game Day Communications Intern		New England Revolution	
Expires	Job Type	Job ID	School Job ID
11/16/2010	Internship, Part Time	1800221	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>POSITION SUMMARY The New England Revolution seeks a highly motivated individual capable of assisting the club's overall communications efforts on home game days. The Communications Game day Intern will be a vital part of the execution of game day media operations for the New England Revolution soccer team. The successful candidate will work daily with the diverse New England and national media (print, radio, television and internet). This is an ideal position for prospective interns who have little to no experience in the sports industry, but wish to pursue a career path in those areas. JOB FUNCTIONS Ø Candidates must be available for all of the team's home games during the chosen semester, with exceptions for college classes or infrequent/special occasions that conflict with the schedule Ø Help with all aspects team's game day media operations, including but not limited assisting media with information requests, disseminating information, organizing postgame activities (press conferences, interviews, transcription) Ø Assist with set-up for all matches, including international matches hosted by the team Ø Staff media will call on a rotating basis Ø Interact with media members on behalf of the communications staff Ø When needed, assist stats crew with official stats input Ø When needed, assist broadcast crews in a variety of capacities: talent stats, official stats, spotter, runner Ø Other duties as assigned Ø Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends.</p>			

Job Title		Company	
Intern Assistant to the Vice President		New England Revolution	
Expires	Job Type	Job ID	School Job ID
11/16/2010	Full Time, Internship	1800224	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>POSITION SUMMARY The New England Revolution seeks a highly motivated individual capable of assisting in the expansion of the club's overall marketing, business development, and soccer operations efforts. He or she will work very closely with the VP of Business Development in his daily activities. This position entails a great deal of organization and attentiveness to detail, considering the vast scope of the internship. JOB FUNCTIONS Ø</p>			

Maintain and grow primary business and fan accounts and community relationships held by the club Ø Assist in the preparation of game days and special soccer events Ø Assist in team administrative tasks Ø Other duties as assigned Ø Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends

Job Title		Company	
Communications Intern		New England Revolution	
Expires	Job Type	Job ID	School Job ID
11/16/2010	Full Time, Internship	1800228	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>POSITION SUMMARY The New England Revolution seeks a highly motivated individual capable of assisting in the expansion of the club's overall communications efforts. The Communications Intern will be a vital part of the daily execution of the on-going and developing media relations, public relations, and multimedia efforts of the New England Revolution soccer team. The successful candidate will work daily with the diverse New England and national media (print, radio, television and internet). JOB FUNCTIONS Ø Assist with all aspects of the team's day-to-day media relations, including but not limited to the development of game notes and other written communications collateral and the coordination of interviews and press events Ø Monitor daily media coverage in all mediums (print, radio, television, and internet) and distribute to internal and external stakeholders Ø Assist with game day press operations, including staffing media will call and assisting with official stats as needed Ø Write content for revolutionsoccer.net and assist with the generation of new and timely content in all mediums (written, audio, video and photo) Ø Create content for other publications as assigned Ø Maintain and help build the club's digital photo archives Ø Other duties as assigned Ø Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends</p>			

Job Title		Company	
Community Relations Intern		New England Revolution	
Expires	Job Type	Job ID	School Job ID
11/16/2010	Full Time, Internship	1800230	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>POSITION SUMMARY The New England Revolution seeks a highly motivated individual capable of assisting in the expansion of the club's overall community affairs efforts. The Community Relations Intern will be a vital part of the daily execution of the on-going and developing community relations and public outreach efforts of the New England Revolution soccer team and the New England Revolution Charitable Foundation. The successful candidate will work daily with a diverse cross section of New England-based charitable organizations. JOB FUNCTIONS Ø Assist with all aspects of the team's day-to-day community relations efforts, including but not limited to the review, fulfillment and tracking of donation and appearance requests made to the New England Revolution and New England Revolution Charitable Foundation Ø Assist the Communications staff in organizing, staffing and publicizing player appearances and community relations efforts Ø Help with special community-based programs activated on game days, included but not limited to Taylor's Team and Autograph Alley Ø Other duties as assigned Ø Due to the cyclical nature of the sports and entertainment industry, the intern will be asked to work varying schedules to reflect the business needs of the company, including weekends.</p>			

Job Title		Company	
Kraft Sports Group Street Team		New England Revolution	
Expires	Job Type	Job ID	School Job ID
11/16/2010	Internship, Part Time, Volunteer	1800232	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>POSITION SUMMARY Kraft Sports Group seeks highly motivated individuals capable of assisting in the expansion of the organization's overall marketing and branding efforts. Street Team members will be a vital part of the execution of the on-going and developing grassroots efforts of the New England Patriots, New England Revolution and Patriot Place. While most efforts take place in Massachusetts and Rhode Island, Street Team assignments range throughout most of Southern and Eastern New England. The Street Team members will get first-hand practical experience in sports and event marketing. POSITION FUNCTIONS · Assist with grassroots acquisition marketing campaigns for the New England Patriots and Patriot Place Retail and Entertainment Center affinity reward programs. · Distribute and post marketing collateral in local business, pass out fliers and/or deliver marketing materials throughout the New England · Make appearances as Slyde the Fox, the official mascot of the New England Revolution, throughout the New England area, especially on behalf of ticketing or community initiatives, with enthusiasm and energy. Many scheduled appearances include working with and around young children. · Set up and transport the various elements of the Kraft Sports Group (vans, inflatables, prize wheel, tables, tents, etc) at area events, team functions, festivals, and at all events including tournaments, leagues and select home games · Fulfill sponsor commitments and obligations through handouts and promotions at all street team events · Provide support for Patriots, Revolution and Patriot Place events, including but not limited to select Patriots and Revolution games, ticket holder functions, Patriots Training Camp and community outreach.</p>			

Job Title		Company	
Soccer Operations Internship		New England Revolution	
Expires	Job Type	Job ID	School Job ID
11/16/2010	Full Time, Internship	1800234	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>POSITION SUMMARY The New England Revolution seeks a highly motivated individual capable of assisting in the operation of the club's overall team administration, game operations and player fulfillment. He or she will work very closely with the VP of Player Personnel, Soccer Operations Coordinator and various team staff in their daily activities. This position entails a great deal of organization and attentiveness to detail considering the vast scope of the internship and provides first-hand experience of the day-to-day workings of professional sports teams front office. JOB FUNCTIONS Ø Assist in team administrative tasks such as team travel, team logistics and support Ø Assist in the preparation of game days and special soccer events Ø Assist team staff during first team training sessions and events Ø Assist in the operation of Revolution Youth Development program games, training sessions and events Ø Transport players/staff to various locations throughout the Boston area Ø Other duties as assigned Ø Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends</p>			

Job Title		Company	
Clinical Assoc. Ed.		Natural Standard	
Expires	Job Type	Job ID	School Job ID

12/03/2010	Full Time	1811337	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
<ul style="list-style-type: none"> •Clinical review of Professional level monographs to assure accuracy of medical information •Conduction of literature searches, culling and analyzing data, fact checking, writing, editing, and reviewing documents associated with drugs and dietary supplements •Coordinating with other in-house and virtual authors and editors during all steps of the publication process *Maintaining a current state of knowledge on pharmaceuticals, nutraceuticals, herbs and supplements •Participation in collaborative student training •Representing the Collaboration at conferences, lectures, sales presentations and other professional engagements 			

Job Title		Company	
Associate Editor		Natural Standard	
Expires	Job Type	Job ID	School Job ID
12/03/2010	Full Time	1811340	
Degrees Wanted		Majors Wanted	
Bachelors		Any Major	
Job Description			
<p>* Ensure that all content (consumer- and professional-level) adheres to established standards and style guides before submission for publishing, including proofreading, readability, consistency, and fact checking. * Perform content quality control, including assurance of peer review integration of final drafts * Where appropriate, manage and update content, and upload the Web site using html conversion utility and reference manager program * Where appropriate, coordinate or manage specific projects for timely delivery within budget * Assist the Editorial and Publishing Manager in the production process</p>			

Job Title		Company	
Representative		Primerica	
Expires	Job Type	Job ID	School Job ID
12/07/2010	Full Time, Internship, Part Time	1813291	
Degrees Wanted		Majors Wanted	
None Required		Any Major	
Job Description			
<p>Primerica is seeking candidates who are searching for career opportunities in financial services on either a full or part-time basis. Comprehensive training and support will be provided in all areas of client relations, including: a) Retirement planning b) College education funding c) Debt management d) Asset protection/investment strategies e) Long term care insurance Fees associated with becoming associated with Primerica include an upfront payment of \$99. This fee covers pre-licensing classes associated with obtaining your life insurance license and applicable licensing and testing fees. For only \$25 per month you can subscribe to our incredible business building system including access to our Primerica Online. As an added benefit you can position yourself to get your securities license paid for as well. Excellent advancement opportunities and earnings potential are available. Interested applicants should contact David Brochu.</p>			

Job Title		Company	
Seasonal and Year Round Camp Counselors 2010		Camp Courageous of Iowa	
Expires	Job Type	Job ID	School Job ID

01/22/2011	Full Time, Seasonal, Volunteer	1841410
Degrees Wanted		Majors Wanted
None Required		Any Major
Job Description		
<p>Camp Courageous of Iowa is a year-round recreational and respite care facility for individuals with disabilities. Campers with mental and physical disabilities, brain injuries, hearing or visual impairments, autism, ADD and other special needs are served. Volunteer positions, internships, and paid positions are available. Volunteers and interns can receive an optional stipend of \$25.00/week plus room and board, and a restricted medical plan. Paid counselors and activity specialists receive the best employment package around. Seasonal staff earn \$330/week while year-round staff earn \$430-460/week. Room and board are provided which include air-conditioned staff dormitories affording the staff separate living quarters from the campers. Staff share cabin duty on a rotating basis. Other benefits include a restricted medical plan for seasonal and health insurance and one week of paid vacation for year-round staff. Camp provides a bonus for returning seasonal summer staff and a monetary incentive for recruiting additional staff. Candidates for year-round positions must have experience with individuals with disabilities. Seasonal positions are for one or more season. Year-Round: Starts the first day of the season for requiring a one year commitment. Winter: January 18-March 19,2010 Spring: March 22-May 14, 2010 Summer: May 16-August 13,2010 Fall: August 18-November 24,2010 Positions Available: Counselors Respite Care Weekends Counselors-\$135/weekend</p>		

You may apply for these positions and more at the following Web address:

<http://www.collegecentral.com/annamaria>