



Job Leads February 11th, 2009

Local job searching links:

<http://boston.craigslist.org> – great source for local listings and freelance gigs

<http://boston.com/jobs> - powered by monster.com, see what is available in your area

<http://www.newenglandfilm.com/jobs.htm> - local listing for production crews and casting calls

<http://www.snagajob.com> – for hourly and part-time employment

<http://www.cityofboston.gov/OHR/> - jobs through the city of Boston

<http://www.careerbuilder.com>

Where do you like to shop?

Do you shop at a particular mall or department store? Do you have a restaurant you like to go to? These could be great places to apply for a job.

What are your interests?

Have a special interest? Whether it is love for gaming, photography, art, clothing, movies, books, etc., look for opportunities that will allow you to do the things you enjoy.

Be Prepared:

- 1) Application – Make sure to fill out your application as thoroughly and carefully as possible.
- 2) Greeting – Make a good first impression. Be energetic, polite and friendly.
- 3) Resume – Always bring a copy of your resume. It is always better to have your resume and not need it than to need your resume and not have it.

Employers who offer tuition reimbursement to part-timers

Look for companies that will help you pay your way through school. Here are just a few examples.

FedEx	DHL	Marriot	YMCA
Home Depot	NetFlix	Hilton	Cole Haan
Starbucks	UPS	The Apple Store	Allstate

If you need assistance with your resume, cover letter, or any other job related skills contact Andrew Ferro @ Aferro@aii.edu



Job Leads February 11th , 2009

Need help writing your resume or cover letter, brushing up on your interviewing skills, or just have general questions about jobs? Email me at aferro@aii.edu stop by my office, or contact me to set up an appointment at 617-582-4420.

If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Community Service

Jobs pay \$8hr.

You must be work-study eligible to work these jobs

PuppetSLAM Marketing Liaison, Puppet Showplace Theatre: As Marketing Liaison for our PuppetSLAM, your primary responsibility would be to build an interest in this event, and the year-long series, among area colleges and universities. Inroads with the various theatre and arts departments at area colleges (Harvard, Mass Art, Emerson, Boston College, etc.) have to be made to ensure the success of this project. Preferred Skills: Marketing experience; Basic computer knowledge and proficiency; Attention to detail. Availability: 3-5 hours/week leading up to the PuppetSLAM . 5 hours minimum during the week of the PuppetSLAM. Responsibilities: As Marketing Liaison for our PuppetSLAM, your primary responsibility would be to build an interest in this event, and the year-long series, among area colleges and universities. Inroads with the various theatre and arts departments at area colleges (Harvard, Mass Art, Emerson, Boston College, etc.) have to be made to ensure the success of this project. Duties would include: Coordinating the distribution of flyers; Ensuring student newspaper coverage; Exploring marketing opportunities with Boston Phoenix, Weekly Dig, Metro, Improper Bostonian, Stuff @ Night (through the Phoenix) and the Boston Globe and Boston Herald; Speaking with student groups and others who might show interest in attending. Existing Promotional Activities (handled by PST Marketing Coordinator): General Press Release Email to media outlets, college theatre departments, and others; Customized Email to PST "Adult" list-

serve. Remember, we're looking for people to attend the show, NOT perform at the show. If someone you speak with is interested in performing, refer them to Kathleen Conroy Mukwashi, our Artistic Director (artistic@puppetshowplace.org). All PST volunteers must provide references and complete a CORI background check. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Usher, The Puppet Showplace Theatre: Supervisor: Adam Courville, Box Office Manager The ideal candidate would be articulate, patient, friendly and willing to assist patrons in a polite manner. Preferred Skills: Customer service experience; Basic computer knowledge and proficiency; Attentiveness to audience and performer needs; Experience working with children; Ability to ask questions when needed; Attention to detail. Availability: Weekend shifts Sat-Sun 9-5 (Must be available on the weekends) Weekday shifts Tues-Fri 9-4 Responsibilities: 4+ hours a week. Individuals interested in puppetry can see shows, meet the puppeteers and gain knowledge about various styles of puppetry. Ushers are responsible for greeting patrons, explaining the seating arrangement and regulating proper behavior in the theatre during shows. Ushers will also be responsible for preparing and distributing show playbills, as well as helping the box office staff with light cleaning, administrative, clerical and office work as needed. All PST volunteers must provide references and complete a CORI background check. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Educational Liaison, The Puppet Showplace Theatre: Supervisor: Adam Courville, Box Office Manager Preferred Skills: Basic computer knowledge and proficiency; Attention to detail. Availability: 5 hours/week, days flexible. Responsibilities: As Educational Liaison for the Puppet Showplace Theatre (PST), your primary responsibility would be to increase the number of groups visiting PST by facilitating lines of communication with, and promoting PST programs to; area elementary schools, pre-school programs, after-school programs, and summer camps. Duties would include: Gaining a strong knowledge base of PST's mission and programs; Compiling current postal and email lists of schools and organizations; Drafting outreach materials; Conducting phone calls to prospective schools and organizations; Conducting follow-up phone calls and evaluations with group-attendees contacts All PST volunteers must provide references and complete a CORI background check. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Mentor/Tutor

Organization: **Computer Clubhouse**

Responsibilities: • Orient, welcome, and guide new members • Help to identify members that might need extra support or encouragement • Provide general help to members Offer encouragement to members • Work one-on-one with members • Offer specific guidance or workshops in areas of expertise • Organize special projects (based on interest) • Support members in thinking about career/college opportunities • Bring any serious concerns/issues to the attention of the Clubhouse Manager. **Qualifications:** • Interest in the Clubhouse philosophy • Experience/ and or interest in working with young people • Technical/ and or art skills OR commitment to developing skills • Strong in English, Math and reading, assisting w/homework • Curiosity and interest in learning more about technology, working with young people, and being part of the Clubhouse Community • Open to new people and ideas. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Graphic Designer - Organization: **Project Think Different**
Responsibilities: Provide layout and design assistance copy images provided, Work with marketing team to develop a design and layout, Make updates to website. **Qualifications/Skills Needed:** Proficiency with Pagemaker, Photoshop and Illustrator required. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Television/Videographer - Organization: **Project Think Different**
Responsibilities: Film Rehearsal and/or various productions, Produce PSA's, Promotional videos
Qualifications/Skills Needed: Basic camera and lighting skills, Friendly, energetic personality
Responsible, Detail oriented. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Marketing Promotions – Organization: **Project Think Different**
Responsibilities: Market and promote events the organization has at various venues. **Qualifications/Skills Needed:** Friendly, Responsible, Excellent verbal and written communication skills, Detail oriented, Good computer skills: word processing, data entry, and Customer Service. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

GENERAL PART-TIME:

Laboratory Technician, Waltham: Strata Pathology Services is an independent medical laboratory with offices in the Cambridge and Waltham area. We offer an exciting, state-of-the-art work environment, competitive compensation and an outstanding benefits package which includes medical/dental coverage, short and long term disability, life/ad&d/dependent life insurance, paid time off, 401k plan and paid holidays. We currently have an entry level part time position available in our Waltham office for a CytoPrep Technician. Responsibilities include: logging in and labeling all cytology sides, running slide stainer (including solution make-up), cover-slipping, checking out and filing all slides. On the job training provided. This position is Monday through Friday with the hours of 5:00 pm until 10:00 pm. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Gymnastics Instructor – PT, West Roxbury, MA: Are you a naturally high energy, fun individual who loves teaching children? We are currently seeking a part-time gymnastics instructor to teach our non-competitive, curriculum based programs. The interested candidate should have at least some experience working with pre-school to grade school aged children and must be available to work on Saturday as well as some weekday hours. For over 30 years, The Little Gym has set the standard for progressive motor skill development by providing children with a foundation of confidence through our unique non-competitive gymnastics and fitness programs. We use time tested curriculum and teaching methods. All our programs encourage children to develop at their own pace, building self-esteem they need for successful lives. Why is The Little Gym a great place to work? Fun work environment; Competitive compensation and bonus potential; Ongoing skills training; Career growth & advancement opportunities; Strong sense of fulfillment helping kids learn and grow. Qualifications: Teaching and/or coaching experience with children; Energetic, outgoing and confident with excellent oral and written communication skills; Strong organization and time management skills; Strong initiative taker; Sales and customer service experience also a plus. We provide curriculum, safety and program training to all members of our team. So, if you love working with children and would love to do so in a positive, non-competitive environment, then we'd like to meet you! When applying or sending your resume, please tell us about yourself, including why you would make a great addition to our team and the number of hours and days

you're available to work. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Director of First Impressions, Braintree: Keller Williams Realty is seeking a receptionist for our real estate office. Our candidate is outgoing, friendly, energetic with a positive attitude and cheerful disposition. Our candidate possesses a strong sense of urgency and is a team player. Duties include: answering the phone, properly routing calls, meeting and greeting clients, assisting the management team, receive and sort mail deliveries, maintain appearance of reception area, various admin. duties requiring some computer skills. Must be a high school grad., have phone skills experience, people skills experience, computer skills in excel, word and outlook with the ability to learn other programs. Work schedule: Mon-Fri 9-12pm. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Pet Lovers, Marlborough: Great WEEKEND opportunity. If you would like to work with pets, this is the opportunity for you. Our National Company, Luv My Pet (www.LuvMyPet.com), provides affordable vaccinations to dogs and cats inside pet stores all over the area. At the pet stores, we greet and assist enthusiastic pet owners waiting to have us protect their pets. We have positions available now. We will train you to assist the Veterinarian, or to help pet owners choose the proper vaccinations for their pets. Our employees meet at our local office, work as a team to load our light equipment into our company vans, and drive our vans to the local pet stores. Once there, we unload the equipment from the vans into the pet stores, and work as team to support our Veterinarian's in providing vaccinations to pets. No experience necessary... we will train you to be the best you can be. We also provide Medical Benefits to all of our associates. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Greeting Card Merchandiser, Boston: Searching for permanent, part time merchandisers. Experience helpful but not required. Flexibility with normal service calls typically Monday through Friday. As a merchandising representative for Marian Heath cards, you will be responsible for establishing a relationship with store managers, straightening cards, pulling reorder tickets, stocking reorders and maintaining the overall appearance of the card fixture. You will be

on the front line in creating a strong bond between the store and Marian Heath. Seasonal card changes are a big part of the annual activity. The qualities that we look for in our merchandising representative are: good communication skills, attention to detail and personal responsibility. our reps take pride in maintaining their card fixture in order to optimize sales. Other qualifications for the position include: 1) Be able to perform the physical requirements of a merchandising position, including lifting boxes up to 20lbs, bending up and down into fixtures and generally perform the physical requirements of merchandising. 2) Have transportation to and from the shops either via car or the use of mass transportation. 3) Own a computer, actively use email and spreadsheets and word documents. 4) Ability to adhere to a business casual dress code. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Assistant for Working Couple, Salem Dynamic, working- from-home couple seek part-time assistant. Responsibilities include running errands, some cooking, packaging and occasional house work. Must be proficient in computer work. Applicant must be mature, organized, and articulate. An interest in food and a car are both necessary. Knowledge of Salem, Marblehead/Beverly area is preferable. Hours are flexible and range from 10 to 25 hours per week. Send resume and references. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Experienced Person to work in Coffee shop/Café, Mattapan/Boston/Regal Café: Looking for an experienced person for morning/afternoon shifts. Must be able to: Make coffee; Wait on walk-in and drive thru customers; Be on time; Present themselves professionally; Be able to prepare deli sandwiches, fried foods and other lunch items; Great communication and people skills; Work quickly; Prep foods and stations; Be meticulously clean. Mopping, cleaning counters, displays etc. Person will also be in charge of catering and serving coffee and other food items to office located next door to restaurant. I own that office too and require food service for my staff. I am looking for only the best. My customers are very loyal and I only want the best wait staff for them. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Server of Gelato and fine espresso/coffee, Wellesley: FOR IMMEDIATE CONSIDERATION ONLY! MUST BE ABLE TO BEGIN AS SOON AS POSSIBLE. We strive for our cafe to have a casually sophisticated, clean, comfortable and relaxing environment for our customers to sit back without the attitudes. Delighting our customer is not our goal but our foundation to achieving

the highest level of customer experience! Our Cafe offers the most fresh authentic Italian Gelato and Sorbet flavor selections in all of metro west Boston. Our Gelato and Sorbet are made by talented Italian chefs with the best quality ingredients sourced around the world. Our fresh fine Chocolates are made with fair trade whole cocoa beans. We offer the finest selection of hot chocolates also made from fair trade whole cocoa beans. Italian Espresso and Coffee are made with organic and kosher certified whole beans of the finest quality. Our hot chocolates, espresso and coffee are served with organic skim or organic whole milk. Hours of operation are Sunday through Thursday from 11:30 to 9:00, Friday and Saturday from 11:30 to 10:00. What will it be like to work at The Gelato Café? The café environment is fun, casual and dynamic. We are seeking sharp and engaging individuals to serve our customers. Our goal is simple, if we can accommodate a customer, we do it. Must possess barista experience!! How to apply? **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Pizza maker/ sub maker, Brighton: I am looking for an experience person to work with us. Must be able to speak English, take phone orders, make pizza's and know how to work the grill and prep. Its a weekend shift and late night hours. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

NOW HIRING PART COOKS, LATE NIGHT COOK & SALAD BAR ATTENDANTS, CHESTNUT HILL: ARAMARK@PINE MANOR COLLEGE is currently accepting resumes and applications for part time salad bar attendants, cooks & LATE NIGHT COOK. The positions require 3 years experience, great work ethic and good attitude. We offer a great team environment, flexible schedules, competitive pay and an all around friendly environment. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Banquet Servers/Dishwasher, Wellesley: Sodexo is seeking part-time banquet staff that is energetic, enthusiastic and outgoing to work at the Wellesley College Club. Maximum of 17 hours per week \$6.75 per hour plus gratuity Prior experience helpful. Sodexo is seeking a part-time dishwasher that is hard working and motivated to work at the Wellesley College Club. Maximum of 17 hours per week \$12 per hour. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Dog Walker, Waltham/Weston/Newton/Watertown: Part-time position involves taking dogs taking 4-6 dogs on a 1-hour field trip for an off-leash adventure in the woods, at pond, racing across the fields. Great fun for everyone! Hours are 10-2 Monday through Friday in the Waltham area. Some evening client meetings. You must commit to at least 9 months of employment and have a reliable vehicle that can transport up to 7 dogs. Most important, you must have a strong, positive connection with animals and excellent communications skills with pet owners. You must have a cell phone and access to the internet. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Friendly's Ice Cream Host/Hostess, Charlestown: This is an excellent Part Time opportunity to gain experience in the food service industry!

Responsibilities:

To meet and greet our customers with a Friendly smile!

Acknowledge our customers while meeting Friendly's standards

Maintain a neat appearance

Insure organization and cleanliness of work area. Assist waitstaff in meeting guest expectations

If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Event Temps, Boston: Seeking 30 students to fill positions as banquet waitstaff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

At Your Service, Boston: banquet waitstaff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

MAJOR/FIELD RELATED & INTERNSHIPS

Photography sales , Boston: We are currently seeking Part-Time Baby Photographers who are ready to provide quality service to our mothers and their families at the following hospitals:

-Brigham & Women's Hospital (Schedule: any days, weekdays, weekends or both, 9am-1pm)

Qualifications:

- Strong communication and time management skills
 - Maturity, dependability, and independence
 - Enthusiasm, and a high level of energy
 - Must have a high school diploma or equivalent.
 - Must have at least 6 months of sales and/or customer service experience
 - Must be able to begin work by 8am or 9am, and stay until all of the babies have been photographed for the day
- Photography experience is helpful, but not required. All equipment is provided by Our365 and stays at the hospital. We provide a professional, paid-training program. This is a sales position, and at least a portion of your pay will be based on commission. Qualified candidates must be comfortable working on a commission basis.

If you are interested in one of these jobs contact Andrew Ferro at aferry@aii.edu with the job title and location ex: Admin Assistant, Boston.

Freelance Graphic Designer,Norwood: We are web-to-print company and we are looking for creative, dependable freelance designers to design business cards, stationery, greeting cards, postcards and other similar products. This work can be carried out offsite. Occasionally need to visit our office in Norwood. Number of hours you can work per week., Hourly rate and pdf portfolio of the prior work required **If you are interested in one of these jobs contact Andrew Ferro at aferry@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Photographers / Coordinators: We are a leading, well established, Youth Sports Photography company in eastern & central Massachusetts. We have multiple openings for photographers and shoot coordinators on weekends during the day and in the late afternoon / early evening on weekdays. Photographers pose & photograph individuals & teams. Applicants should have some photography experience on the professional or amateur level. Motivated applicants with a strong interest in photography but limited experience will also be considered since we provide extensive training. Equipment is provided. Photography Coordinators greet customers, provide direction and organize the flow of events leading to a successful shoot. Applicants should be outgoing, friendly and organized. Applicants should have experience or an interest in working with children, group organization or customer service. Travel in eastern & central MA is required. A mileage reimbursement is provided. If you have a positive attitude & enjoy working with children and coworkers in a fun environment please contact us. **If you are interested in one of these jobs**

contact Andrew Ferro at aferro@aii.edu with the job title and location ex:
Admin Assistant, Boston.