



Job Leads March 19th, 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.indeed.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

March 19th , 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 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

ON-CAMPUS

All on-campus jobs pay \$8hr.

Office Assistant, NEiA: The Student Affairs Office is looking to hire a student worker to with some filing, database management, and other administrative tasks. Work on binder projects and organizational tasks that need to be constructed and then maintained. Must be organized, have attention to detail and reliable. Must have superior writing and editing skills. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Office Assistant, NEiA: The Career Service Office is looking to hire a student worker to with some filing, database management, and other administrative tasks. Work on binder projects and organizational tasks that need to be constructed and then maintained. Must be organized, have attention to detail and be reliable. Must have superior writing and editing skills. Must be available both Tuesdays and Wednesday. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Community Service

Jobs pay \$10hr.

You must be work-study eligible to work these jobs

Check in with me to see if you are eligible.

Volunteers of America Massachusetts regularly sees a need for website, graphic and advertising assistance in the Development Department.

Duties and projects could include:

- Annual Report and Newsletter production
- Quarterly electronic newsletter design
- Fundraising Appeals
- Event Invites
- Event Program Books
- Assisting in the creation and execution of marketing and advertising plans
- Regular Website Updates

We would be interested in students who are looking for volunteer, intern or work-study placement. Students would report regularly to our main office located at 441 Centre Street in Jamaica Plain, MA 02130. Days of availability include Tues. – Fri., 10:00 am 5:00 pm. Some projects will require travel but students will be given ample notice. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Readers for the Blind/visually impaired, Boston: Massachusetts Commission for the Blind. Provides one-on-one services primarily in the homes of MCB members. Generally, matches are made to keep volunteers and consumers geographically close to eliminate transportation problems. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Meal prepares/servers, The Boston Living Center: Volunteers need to prepare/serve meals, or longer term opportunities to run a class for clients. Boston living center is a non-profit community and resources center whose mission it is to foster the wellness of all HIV positive people and respond to the changing needs of the HIV/AIDS community. Through peer leadership and support, they strive to enhance and enrich the lives of their members by providing education, treatment information, and support services with the goal of

empowering members to live productive lives and participate within their families and communities. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Mentor, Boston: Volunteer mentor at the Educational Development Group helping recent immigrants realize their American dreams by helping them to develop to their full potential. EDG greatly relies on the efforts of our volunteer mentors to make our ten-week ESOL program a constructive one for students. EDG is committed to serve our immigrant population with excellence. In order to achieve this, we expect you, the volunteer mentor, to share the similar commitment. Basic Requirements -We expect all volunteers to be punctual. You are expected to call us at least a day in advance if you cannot come as scheduled. Volunteers should maintain a positive attitude and follow instructions. We encourage volunteers to ask questions and for assignment clarification to prevent misunderstanding. Appearance and Conduct Standards: To better present EDG as a professional organization, the following standards are imposed:

1. Hair must be neat, clean, and well-groomed at all times
2. Dress code is business casual; do not dress provocatively or scandalously. Shorts and miniskirts may not be worn.
3. Volunteers may not engage in romantic relationship with students
4. Cell phones should be put away during working hours
5. The use of the Internet for personal purposes should be limited
6. Profanities and aggressive behavior will not be tolerated

Volunteer Responsibilities:

1. Teach English language skills and cultural awareness
2. Teach basic computer skills
3. Help students fill out job applications and help them practice their interview skills
4. Assist in leading group activities such as educational games and field trips
5. Engage students in causal conversations using English

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or 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 617-582-4420 or 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 617-582-4420 or 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 617-582-4420 or 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 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

**Television/Videographer -
Different**

Organization: **Project Think**

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 617-582-4420 or 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 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

GENERAL PART-TIME:

West Roxbury YMCA - Welcome Center Representative, West Roxbury:

The West Roxbury YMCA is seeking enthusiastic and friendly Welcome Center Representatives. This is a part time position with shifts available Sunday-Saturday. Hours vary and may include weekends and evenings.

Description of job duties: Applicant must have good communication skills and be able to create a welcoming and friendly environment for all members, guests and program participants. Applicant must be able to work well in a fast paced environment, handle tasks independently, and work positively with other team members. Applicant must also be able to provide membership and program information and requirements in an accurate, friendly, and courteous manner, both in person and over the phone. Applicant must be able to stand for long periods of time. Required Qualifications:

- Proficient in Word and Excel.
- Must have or obtain CPR, First Aid, and AED- YMCA.
- Understanding of Spanish a plus.

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Pizza/sub maker, Arlington: Looking for a reliable person to work weekends for now and progress to more days and hours.

Job involves making pan pizza, subs, answer phone, help counter customers, grill and fryolator. Hours are 11-11 Saturday and 11-10 Sunday starting ASAP Experience is a plus and must speak English to take phone orders. Serious people that are able to multi-task and work with other employees

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Bartender, Braintree: The trackside Ascari Cafe at F1 Boston serves great food and beverages to our public and corporate guests. We seek a professional, personable, BARTENDER (Part Time - Days). Must be TIP Certified and experienced bartending and serving food.

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Papa-Razzi, Wellesley: Servers/Hosts/Bartenders/Cooks/Dishwasher – Fantastic Restaurant looking for Really Good People! Papa Razzi Wellesley is expanding its team! Looking for a full or part-time position in a fast paced and fun restaurant? This busy location is right for you! We are now hiring servers, bartenders, hosts, cooks and part time dishwasher to join our dynamic staff! No experience necessary, just a great attitude and fantastic personality! The summer season is near and we're anticipating another full season in Wellesley! **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Line cook, Cambridge: Shays, a cool, laidback bar in Harvard Square is looking for experienced line cooks for a part time position. Must have strong communication skills and be able to work independently. Needs to be available nights and weekends. **If you are interested in one of these jobs contact**

Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Cashier - Makers Mark Crossing Bar, TD Banknorth Garden: This position is located at the TD Banknorth Garden in Boston, MA, home of the Boston Bruins, 2008 NBA Champions Boston Celtics, and the #2 concert venue in the country. The state-of-the-art TD Banknorth Garden is a year-round, 19,600-seat arena, fully equipped with 3 private restaurants, 104 executive suites, 2,400 club seats, 7 retail outlets, a multi-million dollar video scoreboard and complete 360° LED technology. Please visit www.tdbanknorthgarden.com to learn more.

Cashier

Age Requirement: Must be 21 years of age or older

Shift: Days, nights and weekends

Job Summary: Prior cash handling and food service experience preferred.

Responsible to assist in set-up of Bar food items. Accurately accepts and fills guest food and beverage orders. Accepts payments and provides correct change. Answers guest's questions in an accurate and polite manner.

Responsible for keeping accurate bank. All other duties as assigned.

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Fine Dining Server, Downtown Boston:We are seeking fun and energetic people to help us serve our guests in an award winning private business Club located in the Financial District of downtown Boston. It is a place where Members can meet colleagues and friends and enjoy the spirit of business, academic exchange and entertainment. We are committed to exceeding the high culinary expectations of our Membership, and Members are assured the personalized service and experiences created by our Employee-partner team. We are currently hiring team-oriented, dynamic people looking to learn and grow in the following position:

A LA CARTE SERVER: (Part Time) Ideal candidates must possess a polished and professional demeanor, have a good understanding and some experience in fine-dining, some knowledge in wine & spirits, and have a desire to learn. We offer a complete training program to match previous experience with our style of service. Candidates should be available to work lunch or evening shifts. Great opportunity to learn about the private club industry and gain valuable experience while balancing professional and personal life. Club closed on some week-ends and on most holidays. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Part Time Grill Cook, South End: Laurel Grill & Bar is looking for a part time grill cook. Must have 2 years Cooking Experience in full service restaurant,

Must speak English, Must be neat & clean, Keep a clean station, Work well under pressure & Know cooking temps! Candidate must be willing to take direction & must take pride in the product you produce. Hours are 4 pm - 10:30pm Saturday, Sunday & Monday Nights and one Friday night per month. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Barista, Porter Sq: Baristas Needed for Small, Neighborhood Café Cafe Zing is located in Porter Square Books, a (fiercely) independent bookstore. Our hours of operation are 7 AM-9 PM weekdays, 8 AM-9 PM Saturdays, and 9 AM-7 PM Sundays. Our menu features:

*Organic, fairly traded coffee, tea, and cocoa

*Incredible baked goods and savory items from local suppliers

NO food prep on the premises.

Must be friendly, community-oriented, and environmentally conscious.

Should have flexible availability (daytime weekdays are a plus!).

Cafe experience not necessary, but appreciated.

Please contact the Manager via an e-mail including:

*Your work history and other noteworthy experience

*A few words on why you would like to work for Cafe Zing

*Your availability

*Your current neighborhood and mode of transportation

Sorry, but no phone calls please! All applications will be reviewed, but we can only contact the most promising candidates. **If you are interested in one of**

these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Customer Service/Printing, Canton: opportunity for Customer Service Representatives, who are interested in the possibility of transitioning from Customer Service into a potential full time Sales Position. If you have ever felt that you have an ability for making good connections with people and have strong relationships with clients that you would like to further develop, please give us a call. We are a commercial printing company seeking a self-motivated candidate who is able to multi-task, take directions well and work in a fast paced environment. Must be proficient in MS Office and general computer skills. Applicants must have at least five years of experience in the printing industry. This is a part-time position of 20-25 hours per week with potential to change to full-time Monday thru Friday. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Boston Duck Tours! Guest Service Position and Photographer, Back Bay:

Boston Duck Tours is seeking enthusiastic, upbeat, dependable people for full and part time positions. Position involves: ticket sales; merchandise sales and interaction with guests. A winning personality is a plus! \$10.00 an hour to start plus bonus and benefits. Photogenic is also seeking Souvenir Photographers (photography training provided). The same qualities apply for applicants. If interested call the above number to sign up for interview session. Please specify souvenir photographer to representative when applying. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or 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 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

At Your Service, Boston: banquet wait staff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or 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 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Website Intern, Boston: The Center for Nonprofits and Voting is looking for a Website Intern to assist us with the addition of content to our website - www.nonprofitvote.org. This is a contract position with a competitive hourly rate. The Website Intern will work out of our Boston office. Knowledge of html, css and Joomla is a plus. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**