



Job Leads March 4th, 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://wwwIndeed.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 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



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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.**

Community Service

Jobs pay \$8hr.

*You **must** be work-study eligible to work these jobs
Check in with me to see if you are eligible.*

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

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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:

Receiver/Truck Unloader, West Roxbury: As a Receiver/Truck Unloader your responsibilities would include:

- * Will work behind the scenes receiving products and unloading trucks
- * Provide support to the production department in the receiving area
- * Maintains organization of the receiving area
- * Prepares excess/unsellable product for shipment

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Utility and Line workers, Boston: Souper Salad is looking to fill positions Set up of line; Prep of hot and cold food items; Production of Wraps, Sandwiches and Salads for guests in an open kitchen; Preparation of Catering; Safety and Sanitation. **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.**

Be a School Coordinator for Power Lunch, Boston: The School Coordinator is responsible for the daily operation of the Everybody Wins Power Lunch

program. Power Lunch brings volunteers from local corporations together with elementary school children for weekly one-to-one visits, to share read-aloud books and conversation during lunch. The Coordinator is responsible for ensuring that reading mentors, students, and school staff are happy with Power Lunch. Specifically, s/he will: Greet Reading Mentors each week and offer assistance when needed; Monitor reading sessions to ensure good student behavior and smooth operation of program; Notify students and teachers of volunteer cancellations or schedule changes; Call Reading Mentors if their student partners are absent

Ensure that rooms are left clean and orderly at the end of each session

Qualifications

1. Communicates well in person & on the telephone & via email
2. Experience working with groups of children
3. Organized
4. Enthusiastic about children's books and the Power Lunch program

11:00 AM to 2:00 PM on Thursdays & Fridays Occasional School Coordinator meetings held on Mondays, 10:00 AM to 12:00 PM (5 per year)

\$12 per hour & lots of appreciation

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Temporary/Part time Diversity Program Counselor, Lowell, Lawrence, Lynn, Revere, Boston, New Bedford, Brockton, Taunton: Responsible for facilitating Girl Scout programs for girls, ages 5-17, in underserved communities in eastern Massachusetts. Programs will include weekly meetings, participation in Girl Scout product sales, and at least one field trip per program.

Key Responsibilities

- Implement assigned program curriculum at assigned sites.
- Encourage girl decision making and leadership.
- Facilitate participation in Girl Scout product sales.
- Register girls and adults participating in programs as Girl Scouts
- Purchase and monitor adequate program supplies.
- Prepare and submit written reports as requested.
- Participate in required Girl Scout Leadership Experience trainings.
- Ensure that services delivered exhibit an understanding and appreciation for diversity and contribute to the cultural competence of girls and adults.

Additional Qualifications:

- Be legal age of majority
- Ability to be flexible and to work with a flexible schedule, including evenings and weekends if needed.
- Experience with Girl Scouting and/or working with groups of girls is desirable.
- Excellent interpersonal and communication skills
- Ability and desire to work as part of a cooperative team
- Have a valid driver's license, with access to personal transportation

- Ability to work effectively with groups of girls, community groups, volunteers, and staff.

Typical hours will be M-F 2-5p, with possible evening or weekend hours..

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Experienced Sales People, Boston: Huntington Theatre is currently looking for an experienced subscription sales representative. We are located near the intersection of Huntington Ave. and Massachusetts Ave. across from Symphony Hall - just steps away from the Symphony T stop. We currently have a great team, fun work environment, and we get free tickets to plays. We work Sunday - Thursday from 5:30-9:30pm, 20 hours a week. This is a great job to supplement your current income, or for anyone who loves the Theater. Help promote the best of live theatre in Boston. **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.**

Lockbox Aide/Packager, Medford: Century Bank is the leading independent bank in Massachusetts. Founded over 35 years ago, Century serves individuals, businesses, and institutions at 22 branches in the Greater Boston area. Our mission is to offer our customers the highest level of personalized service while providing superior products and competitive pricing. This is an exciting time to be working at Century. With more than \$1.6 billion in assets, Century is profitable, well capitalized, intends to remain independent and on an expansion path. We are currently looking for a part-time Lockbox Aide/Packager. Job Overview: Review and package customer processed work and unprocessable returns for delivery back to customer. Duties include:

- o Verify number of processed batches to Batch Summary Report.
- o Reference Handling Sheets to confirm that returns are valid.
- o Validate out of balance multiple transactions utilizing an adding machine.
- o Package customer output data and return items according to customer specification adhering to delivery deadlines.
- o Place package back in the appropriate customer bin for courier pickup or place in the designated area for outside courier pickup or mail delivery.
- o Communicate to Management errors encountered during packaging and any potential customer issues.
- o Complete relative packaging logs and Production Report on a daily basis.
- o Monitor and/or ensure compliance with Federal and State laws and regulations; including but not limited to the Bank Secrecy Act and Anti-Money Laundering, in addition to, Bank operation policies and procedures.

o Special projects and other duties as assigned.

Qualifications: Strong attention to detail and organizational skills required. Must be able to work well independently and as part of a team. Must be cooperative, flexible, and able to adapt to fluctuating volumes. Basic adding machine skills required. Must be able to lift packages up to 20 lbs. Hours for this position are Monday through Friday 6:00 PM to close. Now is the time to join Century Bank. You'll find great benefits, a congenial working environment and multiple learning opportunities. **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.**

Attendants & Valets Wanted Immediately, Boston: We are currently seeking Part Time Attendants and Valets. Education/Experience/Requirements: High School Diploma or GED required; Must possess a Valid Drivers License; Ability to operate both standard and manual transmissions; Ability to communicate with customers in an intelligible and professional manner; High level of interpersonal skills including demonstrated poise, tact and diplomacy in dealing with customers and co-workers; Ability to recognize and react quickly and calmly to resolve problems; Ability to follow instructions; A commitment to exceed customer expectations; Must have the ability to work a flexible schedule-nights & weekend; Please e-mail letter of interest and resume. Qualified candidates will be contacted for an interview. Interviews set by appointment only. **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.**

Open Positions at Fine-Dining Italian Restaurant, Arlington: Ristorante Olivio, located at 201 Massachusetts Avenue in Arlington, is looking for experienced candidates in the following positions:

- Bartender: 4 shifts per week, responsible for serving full menu to all bar guests, as well as bartending for the entire restaurant
- Part-Time Host/Hostess: Friday & Saturday a must
- Food Runner: Friday & Saturday a must

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.

Restaurant Hiring, Brookline: Jae's Grill is now hiring wait-staff, bartender and cashier (front-desk) **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.**

Combination Bartender/Waitress, Cambridge: Two to Three shifts per week, need friendly, patient, waitress with bartending experience. Switch from floor to bar off and on preferred. Small Middle Eastern Restaurant with nightly entertainment. **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.

Junior Web/Graphic - CS4 Platinum Guru Needed Allston/Brighton: Are you an Adobe CS4 guru? Do you know Flash, HTML, or Joomla, or similar CMS systems? Do you have interests in design, film, digital video compression codecs, sound production or DVD production? Our team needs a sharp and versatile part-time Junior Web/Graphics Designer 4-5 days a week for a 12 week period. Some of the work will involve helping us complete a websites, DVD menus, ads, promotional items. Join our (reasonably) young studio that has ongoing, (reasonably) interesting work in film, music and video productions. Illustrator and Photoshop competency is a must. Dreamweaver HTML/CSS/PHP/MySQL competency is a must. InDesign competency is preferred. After Effects and Premier or Soundtrack experience is a bonus. Mac Pro 8-core CS4 station provided. This is an in-house position only - not for remote/at home freelance. Pay is \$16/hr. **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.**