



CURRENT JOBS IN LIBERAL ARTS

The National Employment Bulletin for the Liberal Arts Professions

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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

East/Northeast

COMMUNICATIONS FELLOWSHIP. 1-yr commitment. FT. Begin 06/08. Compile and distribute the daily electronic news clips in plain text and HTML email formats; write daily "Today in Pre-K" news blurbs to update Pre-K Now's homepage w/breaking articles and report releases; monitor and suggest appropriate articles for possible ltrs to the editor and opinion editorials; draft press releases, advisories, and statements; draft, edit, and fact-check select portions of research reports and other publications; assist media relations manager w/press events for report releases and pitching stories, ltrs to the editor, or op-eds to reporters; draft, maintain, and update website content as assigned; draft and format e-advocacy messages; maintain online subscriber database; assist w/research; assist w/major promotional efforts. \$2755/mo. <http://www.preknow.org>. Req BA/BS, exp w/ college newspaper or campus PR a plus; excel computer skills; Word, PowerPoint, Excel; familiarity w/database apps and the Internet; ability to learn new computer programs quickly; familiarity w/AP and Chicago Style, HTML and/or web-based eCRM services desirable; strong interpersonal and orgz skills; oral and written Spanish skills a plus. Ltr/current writing sample (less than 2 pgs in length)/résumé to hr@preknow.org. Pre-K Now, 1025 F St, NW, Ste 900, Washington, DC 20004. Email: info@preknow.org. Phone: 202-862-9871. App ddl: 05/15/08. No phone calls.

6TH GRADE MATH TEACHER. Develop and execute unit plans and lesson plans to teach school standards, meet individual academic needs of students, collaborate w/other faculty to develop curriculum and instruction, develop close and productive relationships w/parents, and work to equip students w/the personal and academic tools necessary for success. Req BA/BS, 2 yrs teaching exp, record of student achievement, extensive content knowledge of math and classroom mgmt expertise, excel teamwork, communication, and orgz skills. Resume to Jon Clark, Middle School Principal, at jclark@ebrooke.org. Brooke School, 190 Cummins Hwy, Roslindale, MA 02131. App ddl: 06/19/08.

DEVELOPMENT ASSISTANT. Track contributions and write acknowledgements; research and identify individuals, corporations, and foundations; track grant proposals, reports, and cultivation prospects; write, edit, and manage monthly network newsletter; maintain donor database; maintain notes to meetings; organize and maintain electronic and paper development files; assist in event planning. Req BA/BS, general administrative and computer skills, excel written and verbal communication skills, research exp; exp w/database mgmt and Excel spreadsheets, strong orgz and ability to multi-task, 2 yrs office exp; not-for-profit exp pref; interest in arts and/or education a plus. Ltr/resume to: Young Audiences, Inc., 115 East 92nd St, New York, NY 10128. Fax: 212-289-1202. Attn: Marie Komisar, Natl Dir of Development. No phone calls. App ddl: 05/31/08.

MUSIC SHOW HOST. Req able to work phones, know pop culture and have a great command of on-line social networking and the web. Demo/resume to Sue O'Neil, Program Dir, WKSE-FM, 500 Corporate Pkwy., Ste 200, Buffalo, NY 14226. Email: soneil@entercom.com. No phone calls.

STAFF/AP ACCOUNTANT. Review and process invoices and disbursement requests in prep for check run; reconcile bank and balance sheet accounts;

compile timesheets and calculate overtime; create and review payroll reports provided by third party vendor; respond to vendor and payroll rel correspondence; generate and post monthly journal entries; process monthly close of acctg systems; prepare reports as req for A/P and rel balances; maintain staff time and project costs. Req BA/BS and 3 yrs exp in a pro-level acctg position pref; knowledge of GAAP; proficient w/10-key calculator; knowledge w/and exp using association mgmt software and advanced MS Excel skills; exp w/ADP Payroll practices and electronic verification systems. Ltr/sal req/resume to: HR Manager, League of American Orchestras, 33 West 60th St, 5th Floor, New York, NY 10023-7905. Email: jobs@americanorchestras.org. Fax: 212-262-5198.

ADMINISTRATIVE ASSISTANT. Write/track gift acknowledgements; grants mgmt including maintaining schedule and writing proposals/reports; database maintenance; donor relations; coordinate update letters, e-newsletters, website updates; assist w/planning and implementation; manage RSVP tracking, vendor interaction, check-in process, set-up, break down; maintain meeting schedule and reminders for board of dirs and advisory committees; coordinate meeting materials; track client data and process client fees. \$30-40K. <http://www.trinityinspires.org>. Req BA/BS pref, excel writing skills, proficiency in Microsoft Office – especially Word, Excel, Powerpoint, and Access; strong orgz and time mgmt skills; strong commitment to confidentiality, client-care, and ability to handle sensitive matters; knowledge of Blackbaud's Raiser's Edge software a plus. Resume/ltr to hiring@trinityinspires.org. Trinity Boston Foundation, Elaine Chow, 206 Clarendon St, Boston, MA 02116. Email: hiring@trinityinspires.org. App ddl: 05/18/08.

MARKETING COORDINATOR. Leap. New York, NY. Pitch to schools, design promotional materials, mktg educational materials to educational institutions and the public, coordinate and participate in conferences and educational fairs, write a quarterly newsletter, and maintain Leap's website. Req 1-2 yrs work exp in mktg or PR and exceptionally strong writing skills, proficiency in PowerPoint, Quark, Photoshop, Page Maker, and other basic design software; knowledge of PR a plus; familiarity w/the NYC public school system a plus. Resume/ltr to hr@leapnyc.org. Write "Mktg" in the subject line. No phone calls.

DEVELOPMENT ASSISTANT. FT. Natl Alliance for Musical Theatre. New York, NY. Manage current grants and sponsorship agreements research corporate sponsorship, foundation support, and individual donors for programs; research and solicit untapped funders for new NAMT programs and help create and manage a new annual fundraising event. Req BA, 2 yrs exp in fundraising, w/a track record in grant mgmt, special events, and/or corporate sponsorship; superb writing skills; know Microsoft Office Ste including Word, Excel, and PowerPoint. Ltr/sal hist/resume/writing sample to kathy@namt.org. All attachments must be in Word. Put in subject line of email: Development Asst.

EXECUTIVE ASSISTANT. Tom Sachs. NY, NY. Exec administrative asst wanted for world class artist. Resume to: info@tomsachs.org.

NEWS PRODUCER/WRITER. FT. Write news stories, prep morning drive news material, including news copy and soundbites, ability to recognize important stories of the day and feature material. Req BA/BS w/some broadcast journalism exp, knowledge of digital recording a must. Only candidates w/broadcast exp will be reviewed. Ltr/resume to personnel@wor710.com. Fax:

212-398-5516. Attn: Personnel, WOR Radio, 111 Broadway, NY, NY 10006. No phone calls.

KEEPER OF THE NEAR EAST SECTION. Organize collections in storage; help to prepare grant apps; order supplies needed for storage; supervise volunteers and work-study students; monitor computerized collections databases; develop plans and programs for inventory and documentation of the Section's collections and oversee the entry of data into the Museum's database(s); collaborate w/the Section's curators in developing plans for exhibitions; respond to preliminary inquiries from potential borrowers; locate the artifacts requested and supply documentation to the borrower; verify that any artifacts to be loaned are provenanced and fully documented; assist the Section's curators to determine insurance values for the collections; answer routine requests for info about the collections and arrange access to the collections (and collections documentation) for University of PA classroom instructors; provide guidance on the approved methods for handling artifacts to those working w/the collections. Req BA/BS, w/an MA in Near Eastern Archaeology or rel fields and/or an MA in Museum Studies (Collections Mgmt) strongly pref, or equivalent work exp; broad knowledge of Near Eastern material culture, including ethnographic materials, and record of involvement in excavations; knowledge of ancient Near Eastern languages helpful; computer literate, w/knowledge of collections mgmt databases; orgz and attn to detail, supervisory exp, ability to travel. Ltr of app outlining exp and qualifications/CV/3 refs to Dr. Richard L. Zettler, Associate Curator-in-Charge, C/O The Dir's Office, University of PA Museum of Archaeology and Anthropology, 3260 South St, Philadelphia, PA 19104. Resumes also submitted at: <https://jobs.hr.upenn.edu/>. App ddl: 05/09/08.

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN. Req BA/BS in GIS, Geography, rel field, or equivalent working exp and training; 0-2 yrs exp performing GPS data collection and subsequent GIS data conversion and mapping, strong working knowledge of computers including data mgmt and spreadsheet software, exp w/GPS technology, ESRI software and Microsoft Access and/or FrontPage a plus, excel communication, technical and orgz skills; ability to work independently, under strict time constraints and ddls, valid driver's license. Resume/ltr/sal req to the attn of the HR Manager: ARRO, 649 N. Lewis Rd, Ste 100, Limerick, PA 19468. Fax: 610-495-5855. Email: hr@thearrogroup.com.

FINE ARTIST. Illustrate a fine letterpress ltd edition publication of Homer's Iliad and Odyssey. <http://www.chestertownoldbookco.com>. Req quality artist, strong working knowledge of Iliad, Odyssey, Greek Homeric period painting and drawing; familiarity w/Greek language a definite plus. Project dates: June to Sept. 2008. Resume/work sample/comp. req. Gerard Cataldo, Chester River Press, Chestertown Old Book Co, 113 South Cross St, Chestertown MD 21620. Email: rarebooks@verizon.net. App ddl: 05/10/08.

SPECIAL EVENTS ASSOCIATE DEVELOPMENT OFFICER. UrbanGlass. Brooklyn, NY. Plan, execute and manage events; work directly w/benefit committee, volunteers, and staff to execute event; manage caterers, florists, deejays, printers, etc.; write the text for the invitation, catalog, program, videos, etc.; solicit and track donations from artists, vendors, and donors; create scenarios, schedules and budgets for the event; mail save the date cards, invitations, and catalogs. Req BA/BS and 3-4 yrs special event mgmt exp; communication skills, meet ddls, flexible schedule and expect to work some nights and weekends throughout the yr, proficiency in Word, Excel and Access. Resume/ltr/sal req to info@urbanglass.org w/"Associate Development Officer: Special Events" in subject line. No phone calls.

STATISTICIAN. Louise Blouin Media. New York, NY. Cull archival auction results, sales figures and other art-rel data to generate graphs, charts and other graphic illustrations of trends in the art marketplace. Ltr/resume to jobs@artinfo.com.

JUNIOR ACCOUNT EXECUTIVE. MF Productions. New York, NY. Work w/President and sr staff on all aspects of event production and daily office operations. Req PC computer literate (Microsoft Word, Excel, and Access), extremely detailed-oriented, strong orgz and communication skills. Knowledge of the art world and office and event coordination exp big pluses. Ltr/sal req/resume to info@mfproductions.com. Put "Junior Account Executive" in the subject line of email. Fax: 212-243-1020.

BOOKSHOP ASSISTANT MANAGER. Dia: Beacon. Beacon, NY. Supervise staff, maintain and serve as a contact for the online bookshop, uphold the physical appearance of the store, help create a visitor/customer friendly atmosphere, facilitate sales, and learn and disseminate knowledge of the titles on hand. Req knowledge of contemporary art and retail exp, good w/the public, exhibit strong decision making skills, able to set and maintain a pro profile, exp w/Microsoft Word and Excel software pref. Resume/ltr to: Jill Petrush Rogers, Bookshop Manager. Email: jrogers@diaart.org.

COMMUNICATIONS ASSOCIATE. PT. Write material that promotes Cary Institute research, programs, and offerings to a range of info consumers; assist w/press releases and press relations. Ensure that core content on the Cary Institute website is timely and accurate; perform updates as needed; work w/staff to oversee and improve web presence. <http://www.ecostudies.org/>. Req BA/BS plus 2-3 yrs writing exp, science and/or news writing a plus; strong writing, editing, and web production skills; proficient in MS Office, Photoshop, Adobe Acrobat, FTP, content mgmt systems, and web editing software (HTML knowledge a plus). Ltr/resume/3 pro refs to: HR, Institute of Ecosystem Studies, Job Ref. #08020- I, PO Box AB, Millbrook, NY 12545. Email: jobs@ecostudies.org.

DEVELOPMENT ASSISTANT. Manage the Museum's fund development software program, help develop efficient and accurate systems for tracking gifts, grants, financial records, donor histories, and member profiles; provide direct logistical and administrative support to the Museum's fundraising activities; assist in the implementation of long-range donor identification/cultivation efforts, grant/foundation research, coordinate special events. www.avam.org. Req BA/BS, advanced degree in arts administration, nonprofit mgmt, fundraising, or previous pro development exp pref; exceptional written and verbal communication skills, attn to detail, solid orgz and telephone skills, "hands on" exp working w/fund development software, and a working knowledge of all Microsoft Office programs. Ltr/2 writing samples/resume/refs to rentals@avam.org. Alicia Karoll, Dir of Administration & Facility Rental, American Visionary Art Museum, 800 Key Hwy, Baltimore, MD 21230.

TEACHING ASSISTANT. Intl Ctr of Photography. Bronx, NY. Assist Community Programs Instructors w/all aspects of classroom mgmt, curriculum implementation, chemical clean up, and set-up, student processing, printing and portfolio development. Req strong knowledge of photography; teaching exp; strong communication skills; an understanding of arts education; and a love of young people. Resume/ltr explaining your background and exp to: Melanie Diaz, Program Manager, ICP at The Point. Phone: 718-542-4149. Email: melaniediaz83@gmail.com.

PHOTO ARCHIVIST. Maryknoll Mission Archives. Maryknoll, NY. Accession, appraise, preserve, arrange and describe historic images of the Congregation and Society; prepare exhibits, web content, perform data entry, digital imaging and answer ref requests through the provisioning of images; develop a schema and standards for cataloging images. Req MLS or MA in hist w/archives concentration and 3-5 yrs exp; knowledge of archival theory and practice, w/processing exp; strong orgz, analytical, written and interpersonal skills; ability to handle multiple tasks; working knowledge of Microsoft apps, Photoshop, digital imaging; exp w/databases, cataloging a plus; knowledge of Catholic Church hist and global issues. HR, Maryknoll Fathers & Brothers, PO Box 302, Price Bldg, Maryknoll, NY 10545. Phone: 914-941-7636. Fax: 914-944-3617. Email: hr@maryknoll.org.

ENTRY LEVEL EXECUTIVE ASSISTANT. FT. Rockwell Group. New York, NY. Run errands, schedule, act as liaison to company staff and clients. Req BA/BS, superb communication and orgz skills. Resume/ltr/sal req to: dorisgold@rockwellgroup.com.

MARKETING ASSOCIATE. FT. Begin 07/01/08. Provide mktg assistance, specifically in web maintenance, e-mktg, group sales, and subscription sales campaign. Req excel writing and communication skills, knowledge of web design, including HTML a big plus. Ltr of interest/resume to Patricia Jenson, Managing Dir, THEATER J, 1529 16th St. NW, Washington, DC 20036.



Fax: 202-518-9421. Email: patriciaj@washingtondcjc.org.

DEVELOPMENT SPECIALIST. Manage database functions and assist w/Historic New England development activities; process all payments, enter info into database, produce and mail gift acknowledgment ltrs, and develop status reports; update info in database for all constituencies including prospect research, address changes, etc., update Historic New England info on external resources. Req BA/BS, written and oral communication skills, competent computer skills including skilled use of word processing, PowerPoint and spreadsheet functions; exp w/Raiser's Edge pref. word processing, spreadsheet, and database mgmt exp; driver's license and ability to drive. Resume/ltr to jobs@historicnewengland.org. Fax: 617-227-9204. Historic New England, 141 Cambridge St, Boston, MA 02114, Attn: HR.

NATURAL RESOURCES ASSISTANT. Mgmt and Engineering Technologies Intl, Inc. (METI). Develop work plans, reports, organize travel, monitor and reconcile budgets. www.meticorp.com. Req ability to work w/partners (govt, NGO, private sector, academia), language skills, natural resources background, and exp living/working overseas pref. US citizens only. Resume to: mrosalez@meticorp.com. Fax: 915-772-2253. Position located in Washington, DC.

PRODUCTION ASSISTANT. Island Press. Solicit print bids, track publications in database, monitor schedules, manage electronic publishing initiatives, and provide general support to Production dept. <http://www.islandpress.org>. Req BA/BS and excel computer skills, exp and/or interest in environmental issues a plus. Ltr/resume to resumes@islandpress.org. When you apply for this position, please say you saw this job on Green Dream Jobs!! Phone: 202-232-7933. Fax: 202-234-1328. Position located in Washington, DC.

ADMINISTRATIVE/RESEARCH ASSISTANT. Administer and facilitate grantmaking process from proposal receipt to grant disbursement; oversee office accounts and ordering of supplies; serve as liaison w/office bldg mgmt; maintain complex Foundation files; respond to phone and written inquiries concerning Foundation's funding programs & procedures and provide specific info in response to questions; maintain website that serves as the Foundation's Annual Report; write grant descriptions after each Board meeting to be uploaded to the site; provide financial reporting info to Foundation bookkeeper, assist in the creation of monthly reports for trustees, conduct periodic research and analysis projects in a variety of areas. \$30,000 to \$35,000. Req BA/BS and strong interest in/knowledge of environmental issues, particularly relating to conservation of biological diversity, excel interpersonal and oral/written communication skills, good orgz, strong PC computer skills, especially w/Word and Excel, familiarity w/Quicken, Dreamweaver, and a desire/ability to learn complex grants mgmt software (MicroEdge GIFTS). Ltr/resume/1 pg writing sample/3 refs to Exec Dir, Weeden Foundation, 747 Third Ave, 34th Floor, New York, NY 10017. No phone calls. App ddl: 05/15/08.

LEGAL FELLOWSHIP. Req law students who will graduate or finish a clerkship in 2009 and other eligible recent law school grads. Ltr/resume/transcript/sample of legal writing to Fellowships, Legal Momentum, 395 Hudson St, 5th Floor, New York, NY 10014. Email: fellowships@legalmomentum.org. App ddl: 06/15/08.

LEGAL SERVICES ASSISTANT. Interview clients, conduct investigations, calculate budgets, legal research, advocate w/govt agencies for benefits, review administrative files, prepare cases for and represent clients at administrative hearings, and work w/community orgs. Req BA/BS strongly pref; excel interviewing, writing, orgz and oral presentation skills; excel facility w/numbers; exp in public benefits, and/or a tax, acctg or biz administration background; bilingual in English and Spanish a definite plus; exp as a legal asst, working w/low income clients, advocacy exp w/govt and administrative agencies. Resume/brief writing sample to: Steven B. Telzak, Esq., Project Dir, Legal Services for New York City, LSNY- Bronx, 579 Courtlandt Ave, Bronx, NY 10451. Only candidates selected for interviews will be contacted. No phone

calls. App ddl: 05/15/08. (From 04/18 issue.)

GANG PREVENTION/OUTREACH COORDINATOR. Oversee the Gang Prevention Initiative for the Boys & Girls Clubs of Union County, Plainfield Club; oversee staff who will be managing addl case loads; oversee and implement youth development programs within this initiative; develop and sustain collaborative relationships that will allow for successful teen programs to operate in the community. \$35-40K. <http://www.bgcuc.org>. Req BA/BS; youth development program rel background, youth development exp, supervision and communication skills; ability to develop relationship w/diverse teen population; bilingual a plus. Resume/ltr to kmutyanda@bgcuc.org. Boys & Girls Clubs of Union County, Plainfield Club, NJ, Paul Casey, 530 West 7th St, Plainfield, NJ 07060. Email: pcasey@bgcuc.org. App ddl: 05/14/08. (From 04/18 issue.)

FINANCE COORDINATOR. Resp for bookkeeping of all financial activities of the museum; assist in the mgmt of the accounts receivable and payable functions of the museum; manage schedule for financial reporting and produce reports for COO, Exec Dir, Board meetings, and funding purposes; train staff on MS Excel and assist w/the routine prep and mgmt of each dept's budget; assist w/administration of contracts, procurement, and vendors. Req BA, 2 yrs FT exp in a bookkeeping role; good working knowledge of acctg concepts and financial analysis; strong computer skills including high proficiency w/MS Excel and acctg software (knowledge of Fund EZ a plus); excel analytical and interpersonal communication skills; exp w/nonprofit finances, especially museum finances; background in social justice. Ltr/resume to: Finance Coordinator Search, Museum of Chinese in America, 70 Mulberry St, 2nd Floor, New York, NY 10013. Fax: 212-619-4720. Email: hr@mocanyc.org. App ddl: 05/15/08. (From 04/18 issue.)

FINANCE ASSOCIATE. Maintain org finances using FundEZ, create and submit various monthly financial reports to the Deputy Dir; provide support to the Deputy Dir during the annual audit, input of payroll and pension info, monitor insurance policies and ensure that all are current and adequate, manage vendor relationships and resolve billing issues, assist in maintaining donor records and correspondence, assist in the prep of the annual budget, longer term forecasts. <http://www.reserveinc.org>. Req BA/BS in Acctg/Finance or equivalent training or exp; mastery of Quickbooks or FundEZ, Excel, Microsoft Word and Outlook, excel communication skills. Resume/ltr to Susan MacEachron, at Susan.MacEachron@reserveinc.org. Put "Finance Associate" in the subject line. ReServe, Clara Kohn, 150 Court St, 2nd Floor, Brooklyn, NY 11201. Email: info@reserveinc.org. Fax: 718-923-2869. App ddl: 06/02/08. No phone calls. (From 04/18 issue.)

STAFF ACCOUNTANT. Resp for purchasing, accounts payable, capital campaign expenditures, fixed assets, due to/from funds, prep monthly reports for Head of School, cash deposits, reconciliation of accounts receivables w/school administrators, prep annual 1099/1098 filing, assist in quarterly and annual budget prep, and assist w/the annual audit. www.stphilipsacademy.org. Req BA/BS in acctg, excel communication, writing, analytical skills; proficiency in Excel and Blackbaud exp a plus. Resume/ltr to: St. Philip's Academy, Attn: Migdalia Dale, 342 Central Ave, Newark, NJ 07103. Email: mdale@stphilipsacademy.org. App ddl: 06/01/08. (From 04/18 issue.)

INTERPRETIVE SPECIALIST. Write, edit, route for credits and approval, design, production and installation; research content for interpretation and write interpretive text; identify appropriate staff to write interpretation and manage process manage the audio tour contract and develop creative needs, stop lists, and content for all tours; oversee maintenance and distribution of audio tour equipt and manage cell phone tour contract and use; help to coordinate interpretive master planning and implementation of the plan; track and evaluate usage of interpretive tools and develop reports and suggestions for improvements; oversee maintenance and distribution of Guide U equipt; inventory, review, maintain, and update all specific signage and collateral designed for the American Disabilities Act; manage all aspects of interpretive development for exhibition maps and any addl interpretive maps for specific audiences. Req BA/BS in a science or museum rel field, ability in developing, implementing & managing interpretation for exhibits, pref at an informal



science or cultural org; strong orgz, planning, comm & writing skills. Resume/ltr/sal req to: Recruitment & Training Specialist – Position App Number A-1521. Email: HR@NYBG.ORG. The New York Botanical Garden, 200th St and Kazimiroff Blvd., Bronx, NY 10458. App ddl: 06/01/08. (From 04/18)

South/Southeast

PRODUCTION AND MARKETING ASSISTANT. Proofread, track manuscripts, and layout; design ads, execute specific mktg campaigns, register books; prepare and support the MAA Book exhibits at MAA meetings; handle administrative support for the Books Dept, copy, file, and manage databases. www.maa.org. Req BA/BS or equivalent exp, strong oral and written communication skills, close attn to detail and ddls, and solid orgz and teamwork skills, proficient in the use of word processing, databases or spreadsheets, electronic communications, and one or more design programs (Photoshop, Quark, Indesign, or Adobe Illustrator); book production and desktop publishing exp desirable. Ltr/resume/sal hist to: Calluna Euving, Chief of Staff, Mathematical Association of America. Email: hr@maa.org. App ddl: 05/01/08.

PROGRAM COORDINATOR. FT. Initiate and support Meretz USA events, write/edit Meretz USA's biweekly newsletters, write and distribute reports on events, coordinate internship program, create and send out email blasts, newsletters, event announcements, and press releases; maintain and manage the org's website, assist Dir w/org's stmts, fundraising ltrs, and other communications; coordinate and staff meetings, coordinate mailings, maintain org's database and email lists. <http://www.meretzusa.org>. Req BA/BS, strong analytic and writing skills, exp w/website mgmt, knowledge of HTML a plus, knowledge of Microsoft office programs, including Access, Word, and Excel; good attn to detail, orgz, Hebrew language skills pref, grant writing exp a plus. Ltr/resume to mail@meretzusa.org. MeretzUSA, Ron Skolnik, 114 W. 26th St, Ste 1004, New York, NY 10001. Email: mail@meretzusa.org. App ddl: 06/03/08. (From 04/18 issue.)

PROJECT ARCHIVIST. Oversee arrangement and description and appropriate archival housing; identify and refer items for conservation treatment; prep and edit a finding aid and other descriptive access tools; participate in implementation of EAD for encoded finding aids; coordinate the activities of work-study students; assign tasks and monitor pace and direction of work; maintain schedule and meet ddls; submit regular reports on manuscript and archival processing; support and participate in ref and public service. Req MLS or grad degree in hist or rel discipline and 1-2 yrs exp arranging and describing archival collections in a historical or academic repository; familiarity w/DACS, APPM, EAD, MARC, LCSH, AACR2, and other LC cataloging standards; familiarity w/automated library info mgmt systems, such as Endeavor/Voyager and online union catalogs such as RLIN or OCLC; knowledge of basic preservation and conservation standards for archival and manuscript collections; familiarity w/the app of Greene and Meissner processing techniques; ability to communicate effectively, both orally and in writing; excel orgz, accuracy, and attn to detail; exp arranging large, complex collections pref; supervisory exp pref. Resume/3 refs to: libjobs2@columbia.edu. Ref Search # UL70108004, include your email address and corresponding documents using a single attachment. HR, Columbia University, Box 18, Butler Library, MC 1104, 535 West 114th St, New York, NY 10027. App ddl: 05/09/08. (From 04/18 issue.)

DEVELOPMENT SPECIALIST. Manage database functions and assist w/Historic New England development activities; process all payments, including entering info into database, produce and mail gift acknowledgment ltrs, and develop status reports; update all info in a database for constituencies including prospect research, address changes, etc, and perform queries and develops reports; update Historic New England info on external resources; meet w/biz office monthly to reconcile databases; assist w/mailings and file maintenance. <http://www.historicnewengland.org/>. Req BA/BS Ability to interact and communicate orally and in writing. fully competent computer skills including skilled use of word processing, PowerPoint and spreadsheet functions. Exp w/Raiser's Edge pref. word processing, spreadsheet, and database mgmt exp. Ability to create reports and query databases for research essential. A driver's license and ability to drive. Resume/ltr to jobs@historicnewengland.org. Fax: 617-227-9204. Historic New England, 141 Cambridge St, Boston, MA 02114, Attn: HR. App ddl: 05/20/08. (From 04/18 issue.)

GRAPHIC ARTIST. Design and produce on-air, print, and website graphics, animations and video w/conceptual skills; work w/station mgmt and news dept to ensure all graphics produced are consistent w/station's format; work w/clients and sales dept to ensure mktg goals are met; maintain station's on-air and on-line image w/a keen sense of branding. Req BA/BS in design or rel field pref, knowledge of television production, post-production techniques, equip and special effects; proficiency in Adobe Photoshop, Illustrator and AfterEffects and an understanding of Macromedia and/or Flash; video editing in non-linear environment; ability to meet ddls and juggle multiple projects. Resume/ltr/non-returnable DVD or tape to: HR Dept, WMBF-TV, PO Box 3579, Myrtle Beach, SC 29578. No phone calls or email.

CURATOR OF COLLECTIONS. FT. Oversee all accessions, loans and deaccessions; perform collection inventories, create exhibits; assist researchers; manage the SC Century Farms Program; edit the quarterly newsletter; present public programs; write and coordinate grants; serve as a liaison w/other historical orgs and museums, assist in the Visitors Ctr. www.pendleton-district.org. Req MAMS in Public Hist, Archival or Museum Studies pref; BA in Hist or rel field, plus relevant training and exp, considered; excel orgz, writing, research and public speaking skills. CV/ltr/refs to Exec Dir, Pendleton District Commission, PO Box 565, Pendleton, SC 29670. App ddl: 05/15/08.

DEVELOPMENT AND MEMBERSHIP ASSOCIATE. Coordinate research and writing proposals for the solicitation of foundations, corporations and other institutions; arrange fundraising calls and meetings w/donors and potential donors by the President, Exec Dir and other volunteer leaders; organize and maintain administrative system to track orgz, individual, corporate and fundraising efforts; provide staff and logistical support to the Board of Dirs; maintain regular contact w/Chapter network to elicit feedback, provide info and disseminate grassroots organizing tools and educational materials; maintain regular contact w/Regional Reps and active membership. <http://www.owl-national.org>. Req BA or BS, 2 yrs legislative/advocacy exp or organizing exp in a natl or statewide grassroots membership org or political campaign; MA/MS in a relevant field, excel written and verbal communication skills, commitment to working in the public sector, women's rights and aging issues; Capitol Hill exp a plus. Resume/ltrs to: OWL–The Voice of Midlife and Older Women, Ashley Carson, 3300 N. Fairfax Dr. Ste. 218, Arlington, VA 22201. Email: acarson@owl-national.org. App ddl: 05/15/08.

SALES ACCOUNT EXECUTIVE. Req BA/BS in sales or mktg and broadcast and media sales exp pref, self-motivated, outgoing, and people skills, sales exp. Resume/ltr to General Sales Manager, WBOY-TV, 904 West Pike St, Clarksburg, WV 26301. App ddl: 05/14/08.

STUDENT MINISTRY ASSOCIATE. www.cfellowshipc.org. Implement the student ministry strategies which will encompass the communication, coordination and oversight of activities, events, group outings, servanthood opportunities and outreach actions; maintain a primary focus on discipleship at the small group level and assist in the raising up of student leaders and be a mentor for their growth and development; develop relationships between the leaders and the students at all levels. Resume to Carolyn Holliday at cholliday@cfellowshipc.org. Christian Fellowship Church, 21673 Beaumeade Circle, Ashburn, VA 20147. Phone: 703-729-3900. Fax: 703-858-2977.

GIS TECHNICIAN. FT. Maintain and update Loudoun Water's GIS database, digitize new infrastructure, process and converse CAD data, GIS data attribution, cartographic map production, quality control and assurance, documentation of work processes, GPS field surveying, and some spatial data analysis and processing; support of Hansen apps, research easement deed info and transfer info from easement deeds and plats, construction drawings, and County GIS to Loudoun Water's GIS. Req BA/BS in Geography, Computer Science, Engineering, or rel discipline desired, 1+ yrs pro exp, exp w/ArcGIS 9.x, including exp editing spatial data and creating maps; basic familiarity w/geodatabases (personal or ArcSDE), exp w/cartographic techniques and



principles, able to learn and apply new technologies to existing processes, exp in water/wastewater engineering and SQL Server, ArcSDE, GPS field surveying, and Hansen all a plus. App available at www.loudounwater.org. HR Dept, PO Box 4000, Ashburn, VA 20146. Fax: 571-223-2079.

COMMUNICATIONS INSTRUCTOR. Resp for classroom instruction, academic advising, committee work, internal and external service and pro development; teach on campuses where there is a demonstrated need. \$34,350.00. Req MA/MS w/18 grad hrs in communications. Ltr of interest/resume/grad and undergrad transcripts/3 original, current ltrs of rec/app (available at <http://www.kctcs.edu/employee/collegejobs/kctcsfacultyapplication.pdf>) to: Jackie B. Cecil, Dir of HR, Big Sandy Community & Technical College, One Bert T. Combs Dr, Prestonsburg, KY 41653.

INSTRUCTOR/ASSISTANT PROFESSOR OF COMMUNICATION. Tenure-track. Begin 08/11/08. Teach a combination of 2- and 3-semester hr classes (14-16 hrs) per semester, advise, resp for committee assignments, curriculum and pro development, assessment, college teaching exp pref. teach at various campuses (day and evening) and through distance education. Req MA/MS in Communication or Speech (w/18 grad semester hrs in Communication or Speech); PhD pref, addl 18 grad semester hrs in another discipline pref. Ltr of app/CV/grad transcripts/3 ltrs of rec to: HR Dept, Middle GA College, 1100 Second St SE, Cochran, GA 31014. Email: jobline@mgc.edu. Fax: 478-934-3440. Review of apps to begin immediately. App ddl: 05/30/08.

CARTOGRAPHIC/GIS SPECIALIST. FT. Resp for cartographic production in GIS, geo-processing, thematic mapping, predictive modeling, and view-shed analysis for a variety of terrestrial and underwater projects. Req BA/BS or equivalent certificate in Anthropology, Geography, Geophysics, Geomatics, or rel field and 6 mos pro exp; expertise and interest in the use of various computer assisted graphics programs and GIS packages, including Microstation, ARC View and ArcInfo, excel time and personnel mgmt, interpersonal skills; background in archaeology or cultural resources mgmt desired. Ltr/resume/3 refs to: R. Christopher Goodwin & Associates, Inc., Attn: Gertrude Weinberger-Biondo, HRM, 309 Jefferson Hwy, Ste A, New Orleans, LA 70121-2512. Fax: 504-837-1550.

METEOROLOGIST. FT. Req BA/BS. Ltr/resume/non-returnable tape to Veronica Bilbo, EEO Coordinator, KPLC-TV, PO Box 1490, Lake Charles, LA 70603. No phone calls.

BIRD AND MAMMAL KEEPER 1. St Augustine Alligator Farm Zoological Park. St Augustine, FL. Provide daily husbandry, enrichment, training, observation, exhibit maintenance, and record keeping for the animals in the dept. serve as a member of the show staff, performing educational presentations for the general public. Req BA/BS in biology or a rel field or w/exp in an AZA institution pref. Ltr/resume to Amanda Whitaker, Bird and Mammal Curator at Awhitaker@alligatorfarm.com.

CURATOR. Manage temp exhibits and holiday displays; coordinate w/Site Horticulturist for all disaster preparedness activities; grant-writing for grants rel to exhibits and conservation projects; supervise restoration/rehabilitation projects; manage curatorial interns and volunteers; assist w/all other museums activities. www.historicspanishpoint.org. Req BA/BS; MA/MS in hist, material culture, museum studies or a rel field pref; working knowledge of AAM collections mgmt standards, and exp w/artifact registration, object care and storage, loan procedures and rel tasks; excel computer, verbal and written communication skills. Ltr/resume/3 refs to Linda W. Mansperger, Exec Dir, Historic Spanish Point, PO Box 846, Osprey, FL 34229. Email: Linda@historicspanishpoint.org. No phone calls.

AQUARIST. Resp for appearance and maintenance of assigned exhibits, support areas, husbandry and acquisition of specimens, exhibit set-up and other rel duties; fulfill the husbandry dept req for after hrs functions. \$25,000/yr. Req

BA in the Life Sciences pref, or 2 yrs public aquarium/rel exp; strong interpersonal skills; good judgment and discretion in making decisions in conformance w/established procedures and the ability to handle new situations; ability to lift 50lbs., stoop, bend, climb and stand for long periods; SCUBA certification desirable. Resume/refs to: Christa Lobue, Curator of Fish, Audubon Aquarium of the Americas, 1 Canal St, New Orleans, LA 70130.

ART FACULTY. Tenure track. Begin 08/08. Teach undergrad courses that include ceramics, sculpture, drawing, art appreciation. Req MFA, active exhibition record w/commitment to studio practice and production exhibition, teaching exp in higher education pref. Ltr of app/CV/transcripts/3 refs to: Dr. Glenn Sumrall, VP for Academic Affairs, Louisiana College, PO Box 567, Pineville, LA 71359. Email: academicaffairs@lacollege.edu.

BILINGUAL PARALEGAL. 2 positions. Begin 05/08. Assist attorneys w/FIAC's Children's Legal Project; work w/unaccompanied immigrant children held in federal immigration custody and immigrant children in state foster care and those living in the community who are seeking immigration relief. Req AA or BA/BS; fluent in English and Spanish; excel written and oral communication skills; exp working w/children and/or familiarity w/immigration laws pref. Resume to: Office Manager, FL Immigrant Advocacy Ctr, 3000 Biscayne Blvd, #400, Miami, FL 33137. Fax: 305-576-6273. Email: info@fiacfla.org. App ddl: 05/27/08. (From 04/18 issue.)

Midwest

MARKETING AND COMMUNICATIONS ASSOCIATE. Provide staff support for communications initiatives including website design, content mgmt, print production, and creative services; draft and edit mktg pieces; build and maintain relationships w/vendors and contractors; resp for events mgmt and logistics including venue, catering and AV needs. www.communityrenewalsociety.org. Req BA/BS in mktg, design, writing or a rel field; 3 to 5 yrs exp in mktg, communications, web design/site mgmt, graphic design, and press relations; strong writing and design skills, hands-on and collaborative approach to work; knowledge of software including Dreamweaver, Photoshop, InDesign, and Adobe Illustrator, MS Office Ste., excel writing, verbal and visual communications skills; exceptional attn to detail; superior time and ddl mgmt, project mgmt and team relationship skills; Spanish-speaking a plus. Resume/ltr to: HR, Community Renewal Society, 332 South Michigan Ave, Ste 500, Chicago, IL 60604. Fax: 312- 427-6130. Email: hr@communityrenewalsociety.org. No phone calls. App ddl: 05/16/08.

SALES ASSISTANT. Assist the General Sales Manager w/maintaining revenue and inventory reports, liaison w/clients and interoffice personnel; create and maintain spreadsheets for biz reports, track and record invoiced bills and dept timesheets, assist Account Execs w/client presentations, maintain/update quantitative and qualitative info, and file contracts and invoices. Req 2 yrs in broadcasting and/or advertising field highly desired, working knowledge of Microsoft Word, Excel, PowerPoint, Internet. Resume to: WZZN-FM, Attn: Dan Manella - Dept. NA, 190 N. State St, Chicago, IL 60601. Fax: 312-984-5357.

REPORTER/PHOTOJOURNALIST. Shoot and edit stories, and front them live. Tape/resume (stating referring source) to: Biz Manager, ABC5, 3903 Westown Parkway, West Des Moines, IA 50266.

METEOROLOGIST. The OH News Network. Anchor weekend evening newscasts, produce weather graphics, report environmental rel news and perform other reporting functions. Req strong knowledge of meteorological sciences and proficiency in weather forecasting; strong computer and weather producing skills; AMS and/or NWA seal, or ability to acquire seal strongly pref; exp covering severe weather and reporting and story telling skills w/a strong on air presence; exp w/Weather Central Graphics, Weather Central ESP Storm-tracking software and w/LIVE Doppler Radar pref. Include any recent severe weather coverage on resume. Apply at www.dispatchbroadcast.com. Position located in Columbus, OH.

COMMUNITY PLANNER. Implement a newly adopted Comprehensive Plan,



review rezoning and special use permit apps, and develop a new zoning ordinance and subdivision regulations. \$34,494-\$38,084. www.cityofcapegirardeau.org. Req BA/BS in Planning or a rel field, MA/MS pref; exp in a planning office a plus, ability to clearly communicate technical info to a non-technical audience. City of Cape Girardeau, Martha Brown, Planning Services, 401 Independence, Cape Girardeau, MO 63703. Phone: 573-334-8326. Fax: 573-651-0860. Email: mbrown@cityofcapegirardeau.org.

ASSOCIATE PLANNER. Review apps for zoning and bldg projects, provide info to the general public regarding zoning, comprehensive planning and other rel matters. \$34,330-40,084. www.burlingtoniowa.org. Req BA/BS in City or County Planning or rel field or equivalent combination of education and exp. live in IA within 10 air miles of Burlington City Limits or in Des Moines County upon employment; general knowledge of planning principles and city govt pref. Resume to: HR Dept., City of Burlington, 400 Washington St., Burlington, IA 52601. Email: hunterb@burlingtoniowa.org. Phone: 319-753-8178. Beverly Hunter, HR Dir, City Hall, 400 Washington St., Burlington, IA 52601. Phone: 319-753-8178. Fax: 319-753-8101. App ddl: 05/09/08.

ZOOKEEPER. The Tulsa Zoo. Resp for daily care & feeding of the animal collection assigned, clean & sanitize animal areas & exhibits, maintain facilities, behavioral observations, participate w/& provide training & animal enrichment, record keeping, public presentations, medicate animals as needed & assist veterinary staff, operate a variety of equipt, vehicles, & power tools. \$14.08/hr. Req AA in biology, zoology, wildlife mgmt or rel field & 2 yrs exp in the care of large mammals; pref exp w/exotic cats & ungulates; good understanding of operant conditioning training techniques & appropriate app methods; good communication & orgz skills; valid OK Class "D" Operator's driver's license. App (available at: www.cityoftulsa.org/jobs)/resume to: Attn: Caroline Winterhalter, The City of Tulsa, Employment Office, 200 Civic Ctr, Ste 105, Tulsa, OK 74103.

WEB COORDINATOR. Manage web producers, write/produce content for the website and traffick web ads. Req excel written and verbal communication skills and firm knowledge of HTML and Flash, Photoshop skills are a plus. Resume to: KPLR-TV, Attn Dept. K 32, 2250 Ball Dr, St. Louis, MO 63146.

CHILDREN'S EXHIBIT EDUCATOR. Develop and implement thematic-based programs rel to the Museum's Children's exhibition, oversee all aspects of programming rel to the children's space, able to create and facilitate family day programs, manage day-to-day program planning and schedule, work w/volunteers and facilitate teacher training workshops, develop and implement assessment tools and oversee the tracking of attendance and statistical info necessary for program records, work w/museum staff to assess, plan and facilitate museum-wide program initiatives. Req BA or BS in museum education, education or other relevant area of study or MA in the same, 2-3 yrs working in a Museum education position or in an elementary classroom, exp in developing curriculum, working w/natl and state standards and a willingness to learn; ability to work w/youth and an interest in character education and Holocaust studies, supervisory exp, dynamic presentation skills, strong communication and orgz skills. The Holocaust Memorial Foundation of IL, 4255 Main St, Skokie, IL 60076. US residents only.

HISTORY FACULTY. Temp. Begin 08/08. Req PhD pref but ABD considered. teach courses in Modern World Civilizations and participate in the dept's distance delivered programming. Teach 12 hrs per semester, w/scholarly activity. ltr of app/CV/refs/stmt of teaching philosophy/transcripts/writing sample (25 pgs or less) to: Dr. David Goodlett, Search Committee Chair, Dept of Hist, Ft Hays State University, 600 Park St, Hays, KS 67601. App ddl: 05/15/08.

ENVIRONMENTAL EDUCATION INSTRUCTOR. 1 yr commitment. Begin 08/25/08. Teach on a 1:12 ratio in a natural setting, introduce students to organic garden and farm, lead hands-on field studies at floating science lab, facilitate teambuilding initiatives and low-ropes challenges. \$280-\$350/wk. www.nciw.org. Req BA/BS; strong commitment to children and the

environment; creativity; adaptability; interest in motivational learning, community awareness, and conservation of natural resources. Resume/ltr to Geoffrey Bishop, Exec Dir, PO Box 660, Mukwonago, WI 53149. Phone: 262-363-6820. Email: geoffrey@nciw.org.

SALES ASSISTANT. Develop and maintain sales reports, projects, and collateral material; assist w/all aspects of the dept's sales and mgmt activities. Req BA/BS in rel field pref, excel verbal and written communication skills; strong orgz, time mgmt, and multi-tasking skills; computer proficient in Microsoft Word, Excel, and Access; administrative and/or asst exp pref. Resume/ltr to: Joe Poss, General Sales Manager, WGBA, Journal Broadcast Group, 1391 North Rd., Green Bay, WI 54313. Email: jposs@journalbroadcastgroup.com.

DIRECTOR OF HOUSING FOR STUDENT LIFE. Begin 07/01/08. Train, supervise, and evaluate activities of Grad Assts; assist w/supervising, training, and evaluating the Peer Mentor staff; work w/student life staff to develop and promote student life and campus academic programs; assist in new student orientation program (INTRO); oversee and assist w/student activities, events, and orgs as needed; submit an annual budget and a written, comprehensive annual report to the Dean of Students. Req MA/MS, 2 yrs student affairs exp or equivalent pref, ability to lift 50 lbs, must reside on-campus housing. Dr. Lisa Beckenbaugh, Dean of Students, 4100 South 4th St, Leavenworth, KS 66048. Phone: 913-758-4363. Email: beckenbaughl@stmary.edu.

BILINGUAL COMMUNITY EDUCATOR. Planned Parenthood of KS and Mid-MO. Conduct educational programs and rel activities, in both Spanish and English, maintain connections w/schools and community orgs serving youth and families, w/efforts focused primarily in the Latino community. <http://www.ppkm.org>. Req BA, fluent in Spanish and English, able to read and write in Spanish and English, driver's license and regular access to automobile for travel within agency service area, 1 yr work exp, 1-2 yrs exp in sexuality education, health education, public or private school education or community based education pref. Email: ppkm.hr@ppkm.org. App ddl: 07/14/08.

BILINGUAL DOLUA. Assist families in initiating and strengthening the parent-child relationship; provide info, education, and resources that will prepare the parent and her family for the birth process; attend and support the mother, her family, and/or support person(s) throughout the birth process; identify needs and refer families to addl community resources, assist families in establishing goals and a birth plan for accomplishing those goals; maintain written documentation of all activities and contact w/families, and contacts made on behalf of participant families. <http://www.teenparentconnection.org>. Req BA or BS pref, equivalent work exp w/families and children considered; fluent in both English and Spanish, verbal and written; strong written and verbal communication, active listening skills; on-call 24/7 to participant families; dependable transportation, valid driver's license, and proof of auto insurance. Ltr of interest/resume to humanresources@teenparentconnection.org. Teen Parent Connection, HR, 739 Roosevelt Rd, Bldg 8, Ste 100, Glen Ellyn, IL 60137. Email: humanresources@teenparentconnection.org. Fax: 630-790-4530. App ddl: 05/15/08. (From 04/18 issue.)

TEACHER. Develop teaching plans based upon interests of children within the Creative Curriculum model; lead the classroom education team in implementing teaching plans and meeting Howard Area Family Ctr's objectives; prepare records of ongoing observation and assessment, and develop periodic progress reports regarding the children; provide classroom mgmt, guidance and interactions in a pro and non-threatening manner; collaborate w/appropriate Howard Area Family Ctr staff to determine treatment and/or educational plans for individual children. <http://www.howardarea.org/>. Req BA/BS in Early Childhood Education or Early Childhood Development w/6 semester or 9 quarter hrs in courses rel directly to child care and/or child development, from birth to age six T; 2 yrs FT exp in a birth through 3 yr old classroom, pref in a Head Start or governmentally funded child care program; Type 04 certification pref; able to lift 50lbs.; bilingual Spanish/English a plus. Resume/ltr to: Lisa Merdinger, Family Ctr Campus Dir. Email: LMerdinger@howardarea.org. Fax: 773-764-



7619. Howard Area Community Ctr, Chicago, IL. Email: info@howardarea.org. App ddl: 05/15/08. (From 04/18 issue.)

West/Southwest

GALLERY MONITOR. FT. Greet and welcome guests; enforce Noah's ark procedures and policies for all guests; inform guests of the key concepts and messages within the Noah's Ark galleries; respond to or redirect questions and issues as needed to the appropriate staff; assist w/the daily opening and closing of the galleries; assist in collecting and preparing materials for daily programs, including inventory upkeep and org. \$11/hr. Req exp in working w/children and families; strong customer service and communication skills; fluency in a second language a plus. Resume/ltr to humanresources@skirball.org. Fax: 310- 440-4595. HR Dept, Noah's Ark Gallery Monitor, Skirball Cultural Ctr, 2701 N. Sepulveda Blvd., Los Angeles, CA 90049. App ddl: 05/21/08.

EDITORIAL ASSISTANT. Today's Home. FT, on-site position. Assign and edit advertiser stories, proofread, obtain images for articles and covers, fact-check, write articles. www.thmag.com and www.thmresource.com. Req BA in English or Journalism; 3 yrs exp assigning and editing articles at a magz or newspaper; working knowledge of Chicago Manual of Style, 15th Edition, and copyediting exp; proficiency in Word, Excel, ACT, and Photoshop; ability to deal w/advertisers, freelance writers, manufacturers, and sales execs w/a pro demeanor. Resume/ltr/sal req/2 clips to 925-274-1160 (fax). No phone calls. Position located in Walnut Creek, CA. No telecommuting.

PAGE DESIGNER. The Home News. Req exp pref, fluent in Adobe InDesign and can write snappy, attn-grabbing headlines, graphics skills and a knowledge of sports a plus. Resume/work samples/sal req to: jobs@gmgvegas.com. Position located in Henderson, NV.

PAYROLL AND ACCOUNTS PAYABLE ACCOUNTANT. Handle the payroll and AP. Req BS or BBA in Acctg or Biz pref, 3-5 yrs exp in payroll processing and acctg, good written and verbal communications, problem solving, and interpersonal skills; able to prioritize to meet acctg ddls, high attn to detail, exp in payroll, commissions, accounts payables, general ledger apps and reconciliations; Ultimate (Ultipro) payroll and Solomon general ledger exp a plus, strong Excel skills and Office 2007 a plus Resume/sal req to: Entercom Austin. Fax: 512-493-6350. Email: apeterson@entercom.com. Position located in Austin, TX.

REPORTER. Produce live daily television news reports for regular newscasts; generate daily and sweeps story ideas, cultivate news sources. Req BA/BS in Broadcast Communications or Journalism pref, 2 yrs commercial TV news reporting exp, bilingual a plus, outstanding reporting, writing and on-air presentation skills; ability to produce television news reports and live shots under extreme ddl pressure; solid news judgment; strong problem solving abilities; detail oriented; excel work ethic and people skills; ability to meet ddls; willing to travel. Resume/ltr/non-returnable tape or DVD to: Lena Sadiwskyj, News Dir, KGUN-TV, 7280 East Rosewood St., Tucson, AZ 85710-1350. Email: lsadiwskyj@journalbroadcastgroup.com.

LEGAL RESIDUALS ASSISTANT. FT. Prepare correspondence, reports, legal documents, spreadsheets, exhibits and presentations; arrange for document services and court filings; update and maintain computer data files concerning all matters rel to cases, contacts, etc; maintain accurate and thorough records; triage incoming phone calls and schedule meetings. \$40,000. Req BA/BS pref; 2 yrs legal asst exp in a law firm or in-house legal dept; knowledge of Federal and State court procedures; type 70+ wpm accurately; completion of a certificated legal secretarial training course a plus; highly proficient in Excel, Word, Outlook and Access; WordPerfect a plus; excel communication (oral and written) and orgz skills. Ltr/resume/sal hist/typing speed info to Writers Guild of America, West, 7000 W. 3rd St., Los Angeles, CA 90048.

OFFICE ASSISTANT. FT. Keep and maintain inventory of office supplies

and equipt; coordinate company retreats and events; coordinate and schedule conference room calendar, biz meetings and travel arrangements; maintain administrative and client files and documents; correspond via phone, letters and/or email w/clients, vendors and associates; greet guests; liaison for IT mgmt includes maintaining websites and computer systems; maintain internal library, archives and subscription database. Req AA or equivalent, BA pref, 1-2 yrs exp in administrative/office support role; competence in Microsoft Word; Excel and Outlook, Dreamweaver a plus; high level of personal and interpersonal communications skills; attn to detail and orgz. Resume/ltr describing previous exp and interest in the available position to CA Environmental Associates, 423 Washington St, 3rd floor, San Francisco, CA, 94111. No phone calls.

MUSEUM CURATOR. Accession, authenticate, evaluate, catalog, index, and store artifacts and archival materials for a municipal museum. Preserve and maintain collections and records; plan, research, design, organize, interpret and present exhibitions. Supervise, recruit, train and schedule volunteers; create, promote and implement educational programs; coordinate w/communities, biz and grant agencies. Req BA/BS in hist, or museum studies, 2 yrs exp or any equivalent combination of education and exp, expert user of Past Perfect software, Photoshop, Adobe, Excel and Publisher pref. supervisory exp a plus. App (available at www.windsorgov.com/resume to hmr@windsorgov.com. Fax: 970-674-2496. Town of Windsor, HR, 301 Walnut St, Windsor, CO 80550. Local residents pref.

DEVELOPMENT MANAGER, DONOR RELATIONS, MONTEREY BAY AQUARIUM. MONTEREY, CA. www.montereybayaquarium.org. Resp for all aspects of the personal cultivation program for Packards' Circle including targeted donors at lower levels and all aspects of the Ocean Legacy planned giving program. Ltr/resume to jobs@mbayaq.org.

BUSINESS WRITER. Cover biz and economic development. Req exp pref. Ltr/resume/clips to ame@wyomingnews.com. Brian Martin, Asst Managing Editor, WY Tribune-Eagle, 702 W. Lincolnway, Cheyenne, WY 82001.

ASSISTANT REGISTRAR. FT. Assist in the creation and maintenance of object, archival, and audiovisual media collection records (manual and electronic); input and update collection data into MIM's collection database, TMS, as needed; provide and create database searches and reports as needed by all museum depts; assist w/general museum-wide support for TMS users; work w/the Registrar to manage all logistics and paperwork for loans; assist w/the handling, packing, and inspection of all objects entering or leaving the museum; inspect condition of museum objects; assist in collections inventories; assist w/the planning and executing of the movement of the collection to MIM's permanent facility, and the installation of exhibits in the new bldg; arrange access to the collection for MIM staff and visiting scholars. Req BA in Anthropology, Museum Studies, or rel field w/3 yrs exp, OR MA/MS in Museum Studies w/1 yr internship or practical exp; knowledge of accepted museum registration, collection mgmt, and loan practices, procedures, and legal and ethical issues; exp w/collection mgmt databases, cataloging standards, and controlled vocabularies; familiarity w/TMS pref, technically literate, including exp w/digital photography and the processing and mgmt of digital media; strong writing and collaborative interpersonal skills; ability to lift 50 lbs and climb a step ladder, valid driver's license. Ltr of interest/CV/3 pro refs to: Sharon Aponte Misdea, Registrar, Musical Instrument Museum, 8550 S. Priest Dr., Tempe, AZ 85284. Email: sharon.misdea@themim.org. Apps will be accepted and reviewed until the position is filled.

DEVELOPMENT ASSISTANT-COMMUNICATIONS. MONTEREY BAY AQUARIUM. MONTEREY, CA. Coordinate the donor courtesy calling, serve as primary contact w/mail houses regarding donor mailings, request quotes and work w/mail house staff to ensure collateral arrives and MBA standards are met; handle purchase requisitions, disbursement vouchers and process invoices for payment; review and respond to incoming member and donor emails; draft and review templates for email responses; assist w/volunteer scheduling, requesting special project volunteers and organizing special work assignments and assist w/volunteer recognition; provide support for and attend all donor events. Ltr/resume to jobs@mbayaq.org.



GIS ANALYST. Gather, analyze, and integrate spatial data; perform complex analysis on spatial data along w/other datasets or tabular databases; meet w/users to define data needs, project req, and determine req output; evaluate and analyze traffic/transportation data and assist MPO w/all rel GIS needs; assist Sr GIS Analyst w/training and development of other GIS technical staff; create datasets using COGO, scanning/heads-up digitizing, or photo interpretation as needed; write scripts and simple programs to automate repetitive task or streamline processes; install and maintain GIS software on City computers. \$38,623.10/yr. Req BA/BS in GIS, Geography, Computer Science, Planning or rel discipline; GIS Certification pref; 3-5 yrs exp working w/and manipulation of databases using MS Access, MS SQL Server, or Oracle databases w/3 yrs progressive exp w/ArcGIS; exp working w/GPS and the implementation of that data into ArcGIS; familiar w/scripting using Python, VBA, or programming exp w/Visual Studio; exp using computer systems, plotters, printers, networking equipts and GPS; vast knowledge of and self-sufficient w/analysis processes utilizing ArcGIS; good analytical, problem solving, and communication skills. Apply at www.cityoftyler.org, City Hall, HR, 212 N. Bonner, Tyler, TX 75702. Questions: Marissa Mason. Phone: 903-531-1104. Email: mmason@tylertexas.com.

GIS MAPPING SPECIALIST. LandWorks, Inc. Map and edit land parcels using ESRI ArcGIS software. www.landworks.com. Req BA/BS in Geography or rel field, knowledge of basic land principles and property descriptions a plus, organized, detail oriented and able to work well in a team environment. Resume to: Katya Kuznetsova at kkuznetsova@landworks.com. Fax: 713-334-3828. Position located in Houston, TX. Local applicants only.

MATH INSTRUCTOR. Tenure-track. Teach, develop and modify curricula; advise students in rel academic programs; participate in dept/division activities; and perform rel pro responsibilities. \$41,463 to \$55,485. <http://www.edcc.edu/hr>. App procedures available at <http://www.edcc.edu>, under Job Seeker. HR, Edmonds Community College, 20000 68th Ave West, Lynnwood, WA 98036. Email: jobs@edcc.edu. Phone: 425-640-1470. Fax: 425-640-1359. App ddl: 05/22/08.

CHILDREN'S INFORMATION SERVICES LIBRARIAN. Jefferson County Public Library, Lakewood, CO. Provide ref assistance in the Children's Room to children, young adults, caregivers, and other individuals working w/children; provide ref assistance using community, text, and electronic resources, including online searching; conduct tours and story times; create displays; develop special programs; assist w/the development and delivery of children's programs and patron education; review, recommend materials, and collaborate on collection development; and establish and manage relationships w/outside agencies and orgs. \$3,183-\$3,417/mo. Resume/Jefferson County app (available at <http://jefferson.lib.co.us/jobs/>) 3 refs to Jefferson County HR Dept., 3500 Illinois St., Ste 2500, Golden, CO 80401. Fax: 303-271-8411. Phone: 303-271-8400.

ROYALTIES ANALYST. FT. Collect payment and reporting from affiliate customers, prepare reports used to calculate royalty payments to studios and analyze results, review and distribute monthly (ARR) billing stmt to affiliate customers, verify affiliate reporting is complete and paid according to contractual rates, maintain accurate records of reporting hist, communicate by telephone or email w/affiliates regarding past due invoices, variances in reporting and subscriber counts, process/compile data in monthly excel files used to prepare royalty stmt studio w/emphasis on accuracy and speed in a high data-volume environment, maintain subscriber database, review trends and accurately record changes in system roll-ups. www.TVN.com. Req AA or BA/BS desired, exp working w/large data files w/a high level of accuracy, 3 yrs exp in an acctg/finance environment w/data as described above, advanced Excel skills including pivot tables, lookup functions and formulas. TVN Entertainment Inc. HR Dept, 4111 West Alameda Ave, Burbank, CA 91505. Position located in Sherman Oaks, CA.

CORPORATE-LEGAL ASSISTANT. Answer telephone calls; set up and coordinate meetings and manage a heavy schedule; maintain and track legal documents; index, create and label new files; create and modify documents and

reports using MS Word, Word Perfect and Excel; maintain chron files; make travel and lodging arrangements. Req keen attn to detail, highly organized, good oral and written communication skills, several yrs relevant work exp, pref in a law firm or legal dept, proficiency in Microsoft Word, Word Perfect and Excel, a pro telephone manner, ability to prioritize and organize a heavy workload, excel communication skills, ability to maintain strict confidentiality, implement systems and prepare forms. Resume/ltr/sal req to resumes@summit-ent.com. Summit Entertainment, LLC HR Dept, 1630 Stewart St - Ste 120, Santa Monica, CA 90404.

LIBRARIAN. Develop and maintain the specialized book and periodical collection of the museum library, including selection, acquisition, online cataloging, processing, filing, and shelving and provide ref services to staff and public. Req MLS or a MA in hist or rel discipline, w/formal coursework in archival studies; 3-5 yrs relevant library exp in the development, acquisition, on-line cataloging, and ref assistance w/library collections. App/resume to: Jacquelyn Hofflich, SPHR, HR Dir, Anchorage Museum, 121 W. 7th Ave, Anchorage, AK 99501. Phone: 907-343-6110. Fax: 907-343-6427. Email: hofflichjb@anchagemuseum.org.

DIRECTOR OF YOUTH AND YOUNG ADULT MINISTRIES. FT. Plan and implement a wide range of ministries for youth (6-12th grades) and young adults; work w/the church's Mission/Outreach and Small Group ministries. Position Description available by request to info@ylumc.org. Resume/refs to info@ylumc.org. Search Committee, Yorba Linda United Methodist Church, 19002 Yorba Linda Blvd., Yorba Linda, CA 92886.

ENGLISH EDITOR. Help to ensure the workflow of the English schedule and the meeting of English file ddls; assist w/troubleshooting problem projects; pt of contact for all freelance English subtitlers on issues concerning origination, feedback, on-site assistance and queries; implement and assess all procedural change initiatives in line w/evolving TCS Subtitling operations; ensure FT and freelance English subtitlers achieve completion of all English files including assistive translation notes used in the translation process. Req BA/BS in English or Journalism pref; computer literacy; familiarity w/major subtitling software, emerging digital technologies and the general post-production industry; extensive exp in all aspects of English subtitling and captioning processes and in-depth technical knowledge of DVD subtitling; exp working w/multilingual product in a collaborative team environment; excel time mgmt skills. Technicolor HR Dept, 2233 N Ontario St, Burbank, CA 91504.

PHOTOJOURNALIST. Shoot and edit video tape for newscasts; establish and shoot live shots; work w/reporters and producers on story assignments; gather info and interviews as needed. Write, edit and add video to the station's website as directed. Req BA/BS in rel field pref; proficient in all aspects of television news photography including: videotaping news events and feature stories; edit video tape; set up and execute "live shots"; gather info and conduct interviews; light scenes for video taping; 1-2 yrs television news photography exp. Resume/ltr to: Ken Johnson, KTNV, News 13, 3355 S. Valley View Blvd., Las Vegas, NV 89102. Email: kjohnson@journalbroadcastgroup.com.

MORNING WRITER/PRODUCER. FT. Write copy for the morning news, break down packages from the night before, keep an eye on the web and the wires for new stories and update the producer during the newscast, coordinate between the assignment desk, ENG and the control room, produce newscasts when needed. Req BA in Broadcast Journalism or rel field, 2 yrs exp as broadcast writer, 1 yr as a newscast producer, well-rounded knowledge of current events and world happenings, excel news writing and production skills, strong knowledge of newscast production, working knowledge of computers, able to work under pressure & meet deadlines. Resume/ltr/tape/DVD to KOMO-TV, Attn: HR, 140 Fourth Ave N., Seattle, WA 98109. Email: jobs@fsci.com. Fax: 206-404-4155. Ref Job #1065. No phone calls. VHS/DVD will not be returned.

BOATING & AQUATIC FIELD SPECIALIST. FT. ReMetrix LLC. Pilot a 22-ft boat, operate various scientific and computer-based tools to map aquatic plant cover, species, and health. \$35K-\$50K. www.remetrix.com. Req BA/BS, significant exp navigating boats, knowledge of Plant Biology, Aquatic Ecology, Environmental Science, and/or rel field desired; knowledge of the



ESRI® ArcGIS ste a strong plus; excel oral and written communication skills; US driver's license. Ltr/resume to ecology@remetrix.com. No phone calls. Position located in Berkeley, CA.

Multi-Regional/International/Freelance

REFERENCE LIBRARIAN. FT, perm, tenure-track Asst Prof. Identify, develop and deliver electronic library resources and services; develop, conduct and assess library instruction sessions; serve as liaison and outreach librarian to science depts and develop those collections; share in circulation duties; engage in the practice of Librarianship, research and service as outlined in the Faculty Handbook. www.mtech.edu/employment. Req MLS or MLIS, library work exp, training or teaching exp, proficient in using and applying computer technologies (e.g. wikis, RSS feeds, social networking), strong written communication skills; science rel BA/BS, knowledge of course mgmt systems (e.g. BlackBoard©), applying info literacy standards to library services, US Patent & Trademark Office program, exp using Voyager system, excel oral communication skills. Ltr which specifically addresses the above-mentioned qualifications/resume/3 Pro refs/Authorization for Criminal Background Investigation to MT Tech Personnel Office, 1300 West Park St, Butte, MT 59701. Phone: 406-496-4380. Fax: 406-496-4387. Email: cisakson@mtech.edu. App ddl: 05/15/08. Apps will be taken until position is filled.

FREELANCE WRITER. Req exp w/editorial work; Web writing; travel; and the Miami area. \$100 per hotel, w/potential for more work in the future. Ltr/resume/ brief, ideally travel-rel, writing sample to: jobs@miamihotelsreview.com. Position located in Miami, FL.

ANNUAL JURIED ART COMPETITION. The South AR Arts Ctr 2008 Annual Juried Art Competition is open to 2-D and 3D fine art in any media. Exhibit to be held 07/03-07/30/08. Total cash awards of \$1700. Enter digital images on CD: 1 entry for \$10 or 3 for \$25. Prospectus available at www.saac-arts.org. Juror: David H. Clemons-artist, sculptor, metal smith from Little Rock, AR. SAAC Juried Show, 110 East 5th St, El Dorado, AR 71730. Phone: 870-862-5474. App ddl: 05/14/08.

DIRECTOR. Provide spiritual leadership at every level of the ministry, recruit, train, place, supervise, mobilize volunteers for both HS and middle school ministry; develop area-wide ministry strategies for growing ministry; coordinate all ministry w/the base Chaplains and on-base congregations. www.alaska.younglife.org. Young Life & MCYM (Military Community Youth Ministries), 1317 E 75th Ste 4, Anchorage, AK 99518. Phone: 907-230-1994. Alternate: 907-336-5100.

RANGER. 2 FT, outdoor positions. The Wildlands Conservancy's Wind Wolves Preserve. Greet public visitors, provide info, enforce rules and regulations of the Preserve; conduct campfire programs and nature hikes; repair and maintain bldgs, facilities, landscaping, irrigation systems and equipt; assist in construction/landscaping of new facilities, campgrounds, picnic areas and trails; assist in habitat restoration programs for oak woodlands, riparian habitat, native grasslands; and eradication of exotic plants. \$16/hr. <http://www.wildlandsconservancy.org/>. Req BA/BS including courses in the biological or environmental sciences; knowledge of: grounds maintenance procedures, grounds equipt operation and maintenance procedures, water and irrigation system maintenance procedures, basic principles of ecology, natural history and habitat restoration; ability to: communicate in English and Spanish w/co-workers and the public highly desirable, deal w/difficult situations w/the public, visitors or trespassers, work w/fellow employees, supervisors and mgmt, understand and carry out environmental protection and conservation policies rel to job duties, competently and safely operate a 4x4 vehicle on extreme road conditions. Resume to gordon@wildlandsconservancy.org. Fax: 866-808-6584. Position located in Wind Wolves Preserve, CA.

OUTREACH AND LEGAL ASSISTANT. Conduct targeted outreach w/potential victims and survivors of human trafficking, primarily w/detained adults at the Aurora immigration detention facility and w/at-risk non-citizen youth, through individual interviews, workshops and community presentations; trafficking-rel follow-up, case mgmt, prep, and general attorney support; collaborate w/other service providers; coordinate and present at trainings and other outreach events; assist w/general office and administrative tasks, including data entry and monthly reports. \$31K. Req BA/BS or AA from ABA approved paralegal program pref; MSW w/interest or background in legal work pref; exp in client services, w/competency in service provision for survivors of human trafficking, trauma, or sexual assault; excel analytical, orgz, and writing skills; outstanding communication, including public speaking, ability; informed interest in social justice and human rights issues; exp or background in immigration law strongly pref; CO driver's license and regular access to an insured vehicle. Ltr/resume/list of refs to Mekela Goehring, Exec Dir, RMIAN, 3489 W. 72nd Ave, Ste 211, Westminster, CO 80030. Email: mgoehring@rmian.org. App ddl: 06/06/08. (From 04/18 issue.)



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FREELANCE JOURNALIST. Research and write analytical news stories on a daily basis for StrategyEye. www.strategyeye.com. Req 2 yrs journalistic exp and specific exp covering Technology, Media and Telecoms (TMT) or Cleantech; excel English writing skills, a good analytical mind, plenty of initiative and comfortable consistently hitting tight dds, West Coast based. CV/ltr/recent examples of your writing to applications@marketclusters.com. Position located in London, UK.

MUSEUM MANAGER/CURATOR. Collaborate w/Board of Dirs to oversee staff and numerous volunteers. www.wetaskiwinmuseum.com. Req BA/BS in hist, education, museum studies or rel areas; ability to supervise collections mgmt, exhibit planning and interpretation; manage the day to day operation, 2 – 5 yrs relevant mgmt exp, proven leadership working w/staff and volunteers, exp w/promotion & mktg for non-profit groups, excel computer skills – Word, Excel, Adobe Photoshop; excel oral and written communication skills. Wetaskiwin & District Heritage Museum, Alberta, CANADA. Email: wdhm@persona.ca. Fax: 780-352-0226. Phone: 780-352-0227. App ddl: 05/16/08.

KINDERGARTEN TEACHER. Plan daily lessons and choose suitable games and activities to ensure the children are speaking and learning English; ensure the children's workbooks are completed by the end of the yr; complete monthly observation sheets and file them; complete twice yearly reports; assist in preparing the children for performances; prepare a monthly list of language taught, run a short catch-up sessions w/ kids who were off-sick, 2 Kids' Clubs paid at overtime rate. www.przedszkole.anglojezyczne.pl. www.ih.com.pl. Req native English speaker, Kindergarten/Primary School teacher who has taught English as a Second Language pref, exp w/small children (3-6 yr olds). CV/ltr/recent colour photo to: kindergarten@ih.com.pl. Intl House Integra Bielsko, Joanna Markowicz-Kania, School Dir, ul. Zielona 32 Bielsko-Biala, Slask 43-300 – Poland. Phone: 00 48 33 822 3330. Fax: 00 48 33 822 3350.

TEFL TEACHER. Teach small groups and 1-1 courses, in both biz and general English. <http://www.astex.es>. Req degree level and hold a CERT or DIP TEFL or QTS qualification. Astex/S.I.B.S. Ltd, Trish Cooper, Recruitment Manager, Beech House, Commercial Rd, Uffculme Cullompton, Devon EX15 3EB – UK. Phone: +44 1884 841330. Fax: +44 1884 841330. Position located in Madrid, Spain. App ddl: 09/01/08.

EFL TEACHERS. FT. Sports and/or Swimming Instructors: Teach Sport and Swimming classes on this Intensive English and Sports Course. <http://www.modlang.es>. Req degree-level education, native English speaker, EFL qualifications and/or exp. Sports/Swimming staff should also hold appropriate qualifications and exp. ModLang, Judith Oldham, Dir, Residencial Paraíso 2, L56 Zaragoza, 50008 – Spain. Phone: 00 34 976 333333. Fax: 00 34 976 232324.

EUROPEAN FX WRITER. Req understand Foreign Exchange, FX flows, options and rel markets a big plus, plus keen eye for Central Bank policy, able to product FX market commentary quickly and succinctly for fast growing news agency, FX markets exp only. CV/ltr to kmaloney@needtoknownews.com. Position located in London, Europe.

CALL FOR POETRY RELATED PAPERS. Students and translators of poetry. Begin 10/01/08. Non-profit Corda Foundation is offering awards for scholarly study of the poetry of David Rosenmann-Taub. The prizes include these categories: Undergrad Students; Grad Students; Faculty and Scholars; Poetry Translations; and PhD Dissertation. <http://www.cordafoundation.org>. 127 W 79th St, Ste 7J, New York, NY 10024. Phone: 646-415-8147. Email: fshelley@mindspring.com. App ddl: 09/01/08.

PORTER FLEMING WRITING COMPETITION. www.AugustaArts.com. Four categories: Script-writing, Fiction, Nonfiction and Poetry. Open to residents of GA, FL, AL, SC and NC. \$11,200 in awards. Entry fee is \$10. Entry form available at www.artsintheheart.com. Greater Augusta Arts Council (PF), Box 1776, Augusta, GA 30903. App ddl: 06/13/08.

DANCING POETRY CONTEST. <http://www.dancingpoetry.com>. Searching for poetry on any subject suitable for a general audience that brings together

the world's culture and thought. 43 cash awards will be presented and all winners will be invited to present their awarded work at the CA Palace of The Legion of Honor in San Francisco at the 15h Annual Dancing Poetry festival on 09/27/08. Entry fee. Judy Cheung, AEI Contest Chair, 704 Brigham Av, Santa Rosa, CA 95404. Email: jcheung@comcast.net. App ddl: 05/15/08.

MUSEUM TECHNICIAN. Seasonal. Assist w/tours/interpretation, day-to-day administrative tasks, exhibits and displays, collections mgmt, and general maintenance of the facility and grounds. \$12/hr. <http://cnc.virtuelle.ca/bonnyville>. Req exp working in a museum/cultural setting and ability to speak French a plus. Ltr/resume: Bonnyville & District Museum, Box 6995, 4401 - 54 Avenue, Bonnyville, AB T9N2H4. Phone: 780-826-4925. Fax: 780-812-3475. Email: bmuseum@telus.net. App ddl: 05/20/08.

PROGRAM OFFICER OF HIGHER EDUCATION PROGRAMS. Choose, procure, develop, and maintain a suitable office location; create a network of internships and host families; form a relationship w/a local university to culminate in an eventual contract; provide selections and logistical support for faculty development endeavors; maintain daily contact w/American Councils in Bishkek and Washington, DC; supervise, coordinate and facilitate all aspects of student programs; perform all financial reporting and acctg duties necessary. Req advanced degree in relevant field (e.g. language, education, area studies etc.) pref; familiarity w/culture and geography of Kyrgyzstan and Uzbekistan; proficiency in spoken and written Uzbek or Kyrgyz; addl proficiency in Russian strongly pref; extensive exp living and studying or working in Central Asia; excel communication skills and strong attn to detail; administrative, budgeting, and orgz skills; exp w/US and intl education pref. Ltr/resume/sal req to HR Dept, American Councils, 1776 Massachusetts Ave, Ste 700, Washington, DC 20036. Fax: 202-572-9095 or 202-833-7523. Email: resumes@americancouncils.org. Position located in Uzbek and Kyrgyz site in Osh, Kyrgyzstan.

SCHOOL LIBRARIAN. The Ashton School of Santo Domingo. Santo Domingo, Dominican Republic. 2 yr contract. Begin 08/08. Structure the library, set procedures, select the core collection, etc. If interested, we will send you a recruitment handbook and more information. www.tas.edu.do (under construction). Dr. Helen Faber, Principal, at principal@tas.edu.do and school.ashton@gmail.com.

ENGLISH TEACHER. Begin 09/08. Teach English to young learners, teenagers, adults and in company teaching positions. <http://www.manitoba.com.pt>. Req BA/BS in modern languages, English lit, or linguistics, teaching qualification such as TEFL, CELTA or PGCE, and 1 yr ESL teaching exp. Manipovoa, Formação Profissional e Línguas, Lda, Isabel Boucanova, Dir, Praceta Orfeão Poveiro, Apto 184, Póvoa de Varzim, 4494-909 – Portugal. Phone: 351252683014. Fax: 351252688037. Position located in Póvoa de Varzim/Vila do Conde - 35km from Oporto, Portugal. App ddl: 05/15/08. (From 04/18 issue.)

FELLOWSHIP PROGRAM COORDINATOR. Develop and implement world-class leadership development modules; create content relevant to the performance of individual fellows; organize and implement training events for fellows; identify resources & best practices to help fellows succeed; help improve Indicorps processes and programs based on field experiences. <http://www.indicorps.org>. Req BA/BS and 2-3 yrs work exp, understanding of grassroots development and its challenges, strong communications, conflict-resolution, and human support skills; fluency in English and 1 Indian language. Staff App available at www.indicorps.org. Indicorps. Email: info@indicorps.org. Position located in India. App ddl: 05/15/08. (From 04/18 issue.)



2-D/3D ART EXHIBITION COMPETITION. Juried exhibition for physical gallery & online shows. Seeking 2-D artworks (paintings, drawings, photographs, digital images) and documentations of 3-D artworks (sculptures, installation, media/real time projects) for 3-mo online exhibition. Selected artists also qualify for one future physical show. Entry fee. Energy Gallery, 55 Michael Dr, Toronto Ontario M2H 2A4, Canada. <http://www.energygallery.com>. Email: info@energygallery.com. App ddl: 05/20/08. (From 04/18 issue.)

ART COMPETITION. 21st Annual Northern Natl Art Competition. Open to artists 18 and over living in the US, working in any 2-D media. Entry by slide or digital images on CD. \$25 for 2 images. Judge: Terry Suhre, curator, Gallery 210 U of MO St Louis. <http://www.nicoletcollege.edu/artgal/artcomp.htm>. Email: kralph@nicoletcollege.edu. Phone: 715-365-4556. Nicolet College Art Gallery, Rhinelander WI. Entry ddl: 05/16/08. (From 04/18 issue.)

Good luck!

Next issue: May 16, 2008

