



# 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 COORDINATOR.** Answer the dept phone, respond to comment cards and fulfill brochure requests; archive Aquarium news coverage; manage financial and administrative responsibilities of the dept; coordinate and respond to most media inquiries, including television, print and radio; draft press releases and assist in pitching stories to media outlets; maintain Aquarium presence in external publications, including print and web media; write and edit for dept materials, including a member magz, various other print materials, website and more; develop and edit content for promotional needs. Req BA/BS in communications, PR or rel field and 1 yr rel exp/internships; excel written and oral communications, orgz and prioritizing skills; meticulous attn to detail. Resume/tr to: HR, New England Aquarium, Central Wharf, Boston, MA 02110-3399. Email: [JOBS@NEAQ.ORG](mailto:JOBS@NEAQ.ORG). Position located in Boston, MA.

**OFFICE MANAGER.** Handle prompt payment of all bills and invoices; track payment of bills and deposits in financial software (QuickBooks); maintain financial tracking systems including accounts payable/receivable and annual budget; oversee development of fiscal year budgets; work on HR issues involving personnel issues and benefits administration; manage administration of payroll; assist w/prep and filing of Lobbying Disclosure reports; track grants; track training outputs and outcome measures in cooperation w/Training Dir and evaluation consultants; assist w/communications and support for the Training Fellows program. Req BA/BS and 2 yrs exp in a comparable position, pref within the nonprofit sector; high proficiency w/QuickBooks, Microsoft Office Ste (including MS Access), and SPSS or other statistical software; exp w/bookkeeping; tech savvy, including familiar w/use of the Internet for education and action; ability to communicate effectively, both orally and in writing; exp w/HR, including benefits administration and payroll; exp w/event mgmt. Ltr/resume/3 refs to: Ctr for Lobbying in the Public Interest, Office Manager Search, 1612 K St, NW, Ste 505, Washington, DC 20006. Fax: 202-387-5149. Email: [info@clpi.org](mailto:info@clpi.org). No phone calls. App ddl: 05/23/08.

**JOB COACH.** Provide direct, on-site job coaching and support to employed youth; manage the training, orientation, and development for all store employees; perform group trainings and skill-bldg workshops; develop academic and career plans; create and maintain pro relationships w/local employers. <http://www.layc-dc.org>. Req BA/BS or 2+ yrs exp mgmt or youth development, work exp and knowledge in education and youth development; excel oral and written communication skills; strong orgz; proficiency in Spanish. Ltr/resume to: [scott@layc-dc.org](mailto:scott@layc-dc.org). Fax: 202-232-2895. Latin American Youth Ctr, 1419 Columbia Rd, NW, Washington, DC 20009. Email: [yolonda@layc-dc.org](mailto:yolonda@layc-dc.org). Fax: 202-462-5696. App ddl: 07/05/08.

**REPORTER.** Report and write community news, features and sports. Ltr/resume/clips to [publisher@manchesternewspapers.com](mailto:publisher@manchesternewspapers.com). Editor, Manchester Newspapers, 14 East Main St., Granville, NY 12832.

**NUTRITIONIST.** 3 positions. 1 FT, 2 6 mo temp. Verify and document eligibility of WIC applicants as to enroll eligible applicants; provide appropriate individual and group nutrition education to WIC participants using audio-visual aids; communicate w/health care team and other human services for coordination of participants' health-rel needs and for appropriate referrals; supervise clerical staff at WIC ctrs to ensure efficient functioning and adequate provision of services to participants. \$34K. [www.healthsolutions.org](http://www.healthsolutions.org). Req BS in Food and Nutrition, including 18 semester credits in Nutrition, 1 yr paid exp as a Nutritionist in a health or other human service agency, mastery of Data entry technique, second language a plus, knowledge of basic supervisory and PR. Apply at [www.healthsolutions.org](http://www.healthsolutions.org). Indicate in ltr whether you are open to regular FT employment and/or temp employment. We accept online apps only. Public Health Solutions (NYC), Frederick Feliciano, 220 Church St, 5th Floor, New York, NY 10013. Email: [info@healthsolutions.org](mailto:info@healthsolutions.org). App ddl: 06/30/08.

**PROJECT ASSOCIATE.** Act as the primary liaison to educational institutions participating in the CLA, including assisting schools during on-line testing, recording results and other data transmitted by the schools, preparing materials, and answering questions about testing procedures; help recruit new clients, assist w/data collection and other duties in the execution of major projects; assist in and/or oversee administrative functions of the program. \$35,000. [www.cae.org/cla](http://www.cae.org/cla). Req BA/BS, ability to communicate w/clients and others via email and telephone, Word and Excel proficiency, exp w/other elements of Microsoft and Adobe suites (such as Power-Point, Acrobat, and Illustrator) helpful. Ltr/resume/2-pg writing sample should specifically discuss or allude to one or more of the "combination of strong abilities" listed above to Chris Jackson at [cjackson@cae.org](mailto:cjackson@cae.org) as attachments (MS Word or PDF format). Title your documents "first name\_last name\_[cover letter/resume/writing sample]" respectively. Type "CLA PA Hire" in the subject line of the email. Applicants who do not clearly follow these instructions will not be considered. Incomplete apps will not be reviewed. Council for Aid to Education, Esther Hong, 215 Lexington Ave, 21st Floor, New York, NY 10016. Email: [ehong@cae.org](mailto:ehong@cae.org). Fax: 212-661-9766. App ddl: 06/01/08. No phone calls.

**EXECUTIVE ASSISTANT/MARKETING COORDINATOR.** Collect info, images, etc. for Theatre's upcoming events for development and mktg materials; update program info, etc. on website; develop and maintain a computerized mailing and email list; write and distribute press releases; manage and purchase office supplies, copiers and other office equip; troubleshoot problems and coordinate IT support; answer phones and clear voicemail boxes; coordinate new hire searches. [www.lovethecoln.org](http://www.lovethecoln.org). Req 2+ yrs administrative exp, strong writing skills and communications exp. English, journalism or communications-rel degree pref; strong computer skills. MS Office, Internet proficiency pref, outstanding orgz, attn to detail. Ltr/resume/refs w/subject line, Mktg Coordinator, to Jenna Glass, [jglass@thelincolntheatre.org](mailto:jglass@thelincolntheatre.org). 1215 U St NW, Washington, DC 20009. No phone calls. App ddl: 07/04/08.

**PROGRAM COORDINATOR.** Develop proposals for funding, data collection including face to face interviewing, data entry, data analysis, interpretation and report writing; assist w/Ctr conferences, presentations and other outreach, consultation and dissemination activities rel to the Ctr's projects; assist w/training and provision of technical assistance; and carry out

general administrative tasks involved in documenting work in the field and monitoring project budgets. Req BA/BS and/or its equivalent, exp as a student intern, includes research, training, work w/agencies providing services to youth, older people, people w/mental health conditions or other social service programs, knowledge of vocational program delivery and exp w/ software apps and internet access; MA/MS in Social Work or rel social science field and exp w/research pref, exp desirable in program development and implementation, work in the area of disability rel issues, communities of practice, vocational placement exp and prep of proposals for grants and web based and library data base searches pref. Apply at [jobs.columbia.edu/applicants/Central?quickFind=110029](http://jobs.columbia.edu/applicants/Central?quickFind=110029).

<https://jobs.columbia.edu> and searching the open positions for Requisition Number 052970. The Ctr for Social Policy and Practice in the Workplace at Columbia Univ, Aimee Cegelka, 1255 Amsterdam Ave, New York, NY 10027. Email: [ag966@columbia.edu](mailto:ag966@columbia.edu). App ddl: 06/29/08.

**SPECIAL ASSISTANT.** Political Science Quarterly. Handle administrative tasks relating to the President's daily schedule; represent the President when he is not in the office; draft correspondence for the President; assist the President in the completion of various scholarly projects; prepare drafts of the Academy's mid-yr and annual reports. [www.psqonline.org](http://www.psqonline.org). Req BA/BS or MA/MS in political science, public affairs or urban studies pref; excel writing, analytical, interactive, proofreading skills; interest in federal safety net programs and welfare reform research, researching foundations and grant writing; office exp; excel word-processing and spreadsheet/graphing, web searching skills. Resume/1-pg ltr describing how your exp and background would make you an excel fit for this position to Dr. Demetrios Caraley, President. Email: [aps@psqonline.org](mailto:aps@psqonline.org). Write in the subject line of your email "Special Asst to the President" (pref). Fax: 212-870-2202. Academy of Political Science, 475 Riverside Dr, Ste 1274, New York, NY 10115. App ddl: 07/05/08.

**OFFICE ASSISTANT.** Assist w/accounts payable, maintain physical acctg files, and produce monthly financial reports; manage vendor and partner relationships; answer telephones, greet and direct all visitors, route calls, provide general info, answer routine inquiries and take messages; organize and maintain general office files and Exec Dir files; assist w/production of orgz publications and mailings and provide administrative support for projects; proofread, edit, and help execute production of materials and mailing of foundation proposals and reports; assist w/event logistics for fundraising events. Req BA/BS; 1 or more yrs rel office or nonprofit; interpersonal skills; strong communication and writing skills; good orgz. highly proficient in Microsoft Office apps (Word, Excel, Powerpoint, Publisher, etc.) and able to quickly learn acctg software (Nonpofit Quickbooks); exp and success in office mgmt, acctg/bookkeeping and database administration; exp w/QuickBooks, acctg/bookkeeping, proofreading and editing; fluency in Spanish; familiarity w/database mgmt; event planning, and/or graphic design, website design exp a plus. Ltr/resume/3 refs to: Ms. Erika Barry, Exec Dir, Dinner Program for Homeless Women (DPHW), 309 E St, NW, Washington, DC 20001. Email: [erika@dphw.org](mailto:erika@dphw.org). Fax: 202-347-7217. App ddl: 06/09/08.

**PUBLICITY ASSISTANT.** Random House, Inc. Help implement book publicity campaigns, prepare mailings to media outlets, help coordinate authors' publicity schedules, maintain publicity databases, create and write press releases and press kits, and book media for authors on tour. Req BA/BS and computer proficiency (Word), good phone manner, exceptional writing, orgz skills; attn to detail, office exp or internship (book publishing a plus). Apply at <http://www.randomhouse.com>. Position located in New York, NY.

**WEB ASSOCIATE.** ACS. Work w/institutional rep to assist w/creation of LiveWire, make corrections and additions to content posted to journal home pages and other changes, monitor and check the website for accuracy and consistency, become knowledgeable of the features and functions available on websites developed by competitors to the ACS, willing to learn new apps and follow web standards to improve the ACS Publications web environment. Req BA/BS in publishing, English, computer sciences, graphical arts or web design or equivalent exp, 1-2 yrs rel exp for entry level, 2-5 yrs rel exp for mid level,

strong working knowledge of HTML, DHTML, XML, XHTML, CSS, Dreamweaver, Photoshop, Acrobat, content mgmt tools, scripting languages, and/or generating web files from a database; thorough knowledge of current best practices regarding web page design, excel written and oral communication skills, pProject mgmt exp and exp w/Web Content Mgmt Systems and FreeMarker a plus. Resume/ltr to [employment@acs.org](mailto:employment@acs.org). Ref 08-48 in the subject line. Position located in Washington, DC.

**DIRECT MARKETING COPYWRITER.** Wunderman. Collaborate w/Art Dirs to create effective mktg solutions, handle and prioritize multiple projects in a variety of media, ensure brand consistency on all projects, present concepts/copy to creative directors and clients. Req 2+ yrs copywriting exp, understanding of direct mktg pref, successful track record of handling multiple client assignments, exp writing for Healthcare, Technology, Spirits/Tobacco, Financial Services or Insurance a plus; ability to write clearly, concisely and effectively, excel communication, presentation and prioritization skills, knowledge of branding and how it's best implemented into creative. Portfolio link/resume/sal req online through <http://www.wunderman.com/>. Once in the site click on "How to Reach Us", then click 'North America Opportunities' and select New York, NY.

**WEB DESIGNER.** Req Photoshop fluency, CSS exp, can turn around comps fast enough to make our heads spin, passion for design and UI, designed highly interactive, community-based websites, worked w/Agile development based web teams. Resume/sal req/ltr that explains why you're the person we are seeking/link to your portfolio, that shows off extensive body of work to [a.dev.team@gmail.com](mailto:a.dev.team@gmail.com). Position located in Secaucus, NJ.

**PROJECT COORDINATOR.** Assist w/important Foundation events through solicitation of sponsorship, attendees, auction, donations etc.; identify and pursue new sources of corporate and foundation funding, coordinate event promotion and logistics. Req BA/BS and relevant work exp, pref in the nonprofit sector, superior communication skills and excel phone voice, strong writing and analytical skills, attn to detail, understanding of the nonprofit sector, fundraising and philanthropy, exp w/variety of software programs, including Excel, word processing, and database apps. Microsoft Access a plus, excel interpersonal skills, including a desire to learn. Ltr/resume to [jobs@artinfo.com](mailto:jobs@artinfo.com).

**WEB PRODUCER.** Politico. Produce and manage content on political news, write headlines and teases, convert and enhance stories for web presentation, digitize video content, monitor the site and maintain quality control. Req BA/BS or equivalent, degrees or training in journalism or communications, and exp w/HTML, Flash, Flex and/or Web authoring tools a plus; 1 yr Internet publication exp pref, exp working in a newsroom environment and ability to meet ddls a plus. Resume to [employment@Politico.com](mailto:employment@Politico.com). Position located in Washington, DC.

**QVC PROGRAM HOST.** FT. Connect w/the QVC viewer, while presenting products in a relaxed, courteous, soft-sell style. Req able to speak to the camera, perfect mix of personality, sincerity, energy, and sophistication; relocation to the West Chester, PA area (or Philadelphia suburbs), willingness to work overnight shifts. Current photo/resume/3-5 min DVD format tape (non-returnable) of you presenting any product that you select in the style of a QVC Program Host to QVC Studio Park, Attn: Mail Code 888, HR, 1200 Wilson Dr, West Chester, PA 19380.

**GIS AND PLANNING SPECIALIST.** Respond to demographic inquiries from the public, other County officials, and in-house planners; gather info for special projects as requested; keep current w/projects from the census, prepare datasheets, prepare/review the demographic component of Departmental reports, work w/GIS staff in database development and maintenance and in the development of GIS apps tailored to the Planning Dept's needs; work w/County depts to create maps for presentation and analysis; respond to nongovernmental requests for data analysis maps to support reports and/or presentations. Req BA/BS in planning or geography, excel communication, statistical, and computer skills, exp w/Microsoft products and accessing data



from the internet; familiarity w/ArcGIS 9.x and ESRI products, knowledge and understanding of GIS, relational databases, and GIS concepts. Ltr/resume to: Lois B. Saunders, Deputy Dir, DE County Planning Dept, Court House/Govt Ctr, 201 W. Front St, Media, PA 19063. Phone: 610-891-5208. Fax: 610-891-5203. Email: [saundersl@co.delaware.pa.us](mailto:saundersl@co.delaware.pa.us).

RESIDENT COORDINATOR. FT. Begin 07/01/08. Supervise a portion of residential community and co-lateral assignment in another area of the Division of Student Affairs, resp for staff supervision, hall govt advising, facilities mgmt, and conduct disciplinary hearings. [www.lasalle.edu](http://www.lasalle.edu). Req MA/MS in college student personnel, counseling, higher education administration or a rel field and 2-4 yrs exp in residence life/housing or an equivalent combination of education and exp. Ltr of app/resume/list of refs to: Alan Wendell, Sr Associate Dean of Students, La Salle University, 1900 West Olney Ave., Box 819, Philadelphia, PA 19141. Fax: 215-951-5109. Email: [wendell@lasalle.edu](mailto:wendell@lasalle.edu).

NATURALIST/EDUCATOR. FT, temp. Teach group of students (3rd-8th graders) for 3 lessons every day, w/some shared supervision of students between and after lessons, plus some general maintenance of the site and program. [www.fbcs.org](http://www.fbcs.org). \$275/wk, undergrad: \$225/wk, MA/MS: \$300/wk. Req love of nature, willingness to learn; BA/BS or several terms of undergrad courses. Exp w/children and/or science background a plus. App form (available at [www.fbcs.org/resume/ltr](http://www.fbcs.org/resume/ltr)) to Ferry Beach Ecology School, Alex Grindle, 8 Morris Ave., Bldg 1, Saco, ME 04027. Phone: 207-283-9951. Email: [alex@fbcs.org](mailto:alex@fbcs.org). App ddl: 07/15/08.

TEACHERS. Teach PreK through HS, all academic & arts subjects. Req HQT, arts background/understanding, & tech literate desired. Ltr/resume to: Recruitment, WEDJ PCS, 705 Edgewood St, NE, Washington, DC 20017. Fax: 202-269-4155. Email: [jobs@wedjschool.us](mailto:jobs@wedjschool.us). No phone calls. App ddl: 07/01/08.

ADMINISTRATIVE ASSISTANT. Assist w/the collecting, organizing and compiling reports for all formal meetings and annual conventions of the Society, prepare correspondence, maintain files and other rel duties. Req BA/BS in English, education, publishing or rel area, equivalent work exp in pro editing acceptable, 2 yrs administrative exp, exp w/heavy proofreading and editing, exp preparing board agendas, meeting minutes, and official proceedings pref, discrete handling of confidential info, advanced technical skills using MS Word, Excel, Access and Outlook; ability to communicate effectively, accurately, and professionally through electronic and written formats. Resume/ltr/sal req to: NSDAR, Attn: HR, 1776 D St, NW, Washington, DC 20006. Fax: 202-737-5702. Email: [resumes@dar.org](mailto:resumes@dar.org). App ddl: 06/27/08.

PRODUCTION SPECIALIST. Handle desktop production, file transmissions, and rel production tasks. Req BA pref or equivalent magz production exp, solid knowledge of OS X Mac-based Quark, Excel, Illustrator, Word, and InDesign software, keyboard accuracy and familiarity w/proofreader's marks; technical savvy and exp w/XML and Web technology a plus. Resume/ltr/sal req to: The American Association for the Advancement of Science, HR Dept, 1200 New York Ave., NW, Washington, DC 20005. Position located in Washington, DC.

JUNIOR RESEARCH ANALYST. New York Media. Req 1-2 yrs exp in print and/or online research at a publisher, ad agency or research supplier, comfortable w/tight ddls, strong detail orientation and excel math, writing and PowerPoint skills. Resume/sal req to: [Sandra\\_landzman@nymag.com](mailto:Sandra_landzman@nymag.com).

CIRCULATION ASSISTANT. Produce monthly distribution reports, publish schedules, back issue sales, copyrights, and customer service inquiries. resp for the distribution, promotion, and mktg of the bi-weekly, online, ARTnewsletter; assist Associate Publisher w/administrative and mktg tasks, work as an in-house liaison to printers, newsstand distributors, list managers, subscription service, and circulation consultants. Req BA/BS and 1 yr office exp or recent grad w/solid internships in publishing or rel field, strong analytical skills,

computer savvy (Mac exp), knowledge of website maintenance a plus. Resume/ltr/sal req to ARTnews Circulation Dept. Email [info@artnews.com](mailto:info@artnews.com). Fax: 212-819-0394. Position located in New York, NY.

THEATRICAL COORDINATOR. FUSION MEDIA. 3 mos of pre-production and 2-wks onsite in Orlando, FL and Las Vegas, NV. Draft, coordinate supplier, logistics, and execution. Req BA/BS in theatrical production pref, Vectorworks, Lightwright, rigging, and electric skills, solid time mgmt, orgz, and interpersonal skills. Resume/work samples to: [jobs@fusionhome.com](mailto:jobs@fusionhome.com). Position located in Katonah, NY.

ACOUSTIGUIDE INC. Develop and oversee audio tour production from inception to client delivery, deliver Acoustiguide's productions on time and on budget, assist in editing creative content for tours. \$35 - 39,000. Req BA/BS or equivalent, 2-5 yrs progressive workplace exp in project administration, arts administration, or museum education strongly pref; outstanding orgz, written and verbal communication skills, excel collaborative skills, arts administration or rel cultural arts exp, interest or any skills in new media production are also useful, ability to implement budgetary efficiencies, interest in audio production, art and the museum world; knowledge of foreign languages useful. Ltr/resume to: HR at 212-575-6574 (fax). Email: [careers@acoustiguide.com](mailto:careers@acoustiguide.com). Position located in New York, NY.

REPORTER. FT. Cover meetings, write feature stories and perform other duties as necessary. Req exp w/a college newspaper or small daily/weekly newspaper, knowledgeable of AP style and computer proficiency, photography exp helpful, able to work on ddl. Ltr/resume/refs/3 clips to Reporter Position, c/o Stephanie Jarvis, Editor, Villager Newspapers, 107 Providence St., Putnam, CT 06260. Email: [sjarvis@villagernewspapers.com](mailto:sjarvis@villagernewspapers.com) (put "Reporter Position" in the subject line). Local candidates familiar w/the area are strongly encouraged to apply, but all apps will be considered. If applying from outside the area, indicate how you would be able to relocate. No phone calls.

COMMUNITY AIDE/SCHEDULER. Provide liaison to individual constituents, community orgs, govt agencies, and a community board; coordinate the scheduling of meetings and events for the Councilmember. <http://http://council.nyc.gov/d2/html/members/home.shtml>. Req BA/BS, non-profit or govt exp, strong writing and verbal skills and Spanish speaking ability highly desired. Resume/ltr to Office of Rosie Mendez, 237 First Ave. # 504, NY, NY 10003, Attn: Lisa Kaplan. Email: [lkaplan@council.nyc.gov](mailto:lkaplan@council.nyc.gov). App ddl: 05/31/08.

VISITING ASSISTANT PROFESSOR, ANTHROPOLOGY. 1-yr. Teach 5 courses, 1 or 2 at the grad level. Req PhD, research specialty in eastern North America, pref in the Northeast, analytical expertise. CV/ltr outlining research interests and courses the candidate is prepared to teach/3 refs to Prof. Al Dekin, Dept of Anthropology, Binghamton University, Binghamton, NY 13902-6000. Email: [anthro@binghamton.edu](mailto:anthro@binghamton.edu) (App for Visiting Asst Prof in Archaeology in the subject line). Email apps encouraged.

VISITING ASSISTANT PROFESSOR IN CULTURAL ANTHROPOLOGY. 1 yr. Begin Fall 2008. Teach 3 courses per semester and supervise sr theses. CV/ltr of interest describing research and teaching/evidence of teaching exp/writing sample/3 ltrs of rec to: Chair Anthropology Search (1-yr visiting), HR-4808, Bard College, Box 5000, Annandale-on-Hudson, NY 12504-5000. Email: [hr@bard.edu](mailto:hr@bard.edu) (as word attachments). Apps will be reviewed immediately as received.

PROGRAM LEADER. Seasonal. Design, prepare and teach environmental and outdoor education activities for summer day camp program on and around Mt Desert Island; co-lead groups of children. \$3100-\$3700 for 8 wk season. Req exp in environmental education, knowledge of coastal ME's natural hist; exp working w/young people; current 1st aid, CPR, and water safety certifications; skills in canoeing and sea kayaking. Summer Field Studies for Children at College of the Atlantic, Andy Whitaker, College of the Atlantic, 105 Eden St, Bar Harbor, ME 04609. Phone: 207-288-5015 x323. Email: [sfs@ecology.coa.edu](mailto:sfs@ecology.coa.edu). App ddl: 06/01/08.



FIELD TECHNICIANS. Perform fieldwork and possibly lab work. \$12.00/hr. <http://www.richardgrubb.com/>. Req BA/BS in anthropology/archaeology or equivalent work exp, exp in the Mid-Atlantic and particularly NJ and PA helpful. Resume to: Paul George, Richard Grubb & Associates, Inc., 30 N. Main St, PO Box 434, Cranbury, NJ 08512. Fax: 609-655-7504. Email: [pgeorge@richardgrubb.com](mailto:pgeorge@richardgrubb.com). Applicants from the local NJ area pref.

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](mailto:jclark@ebrooke.org). Brooke School, 190 Cummins Hwy, Roslindale, MA 02131. App ddl: 06/19/08. (From 05/02 issue.)

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, eneral 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. (From 05/02 issue.)

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](mailto:fellowships@legalmomentum.org). App ddl: 06/15/08. (From 05/02 issue.)

**South/Southeast**

STAFF WRITER. FT. Produce news and feature stories for the bi-weekly publications. Req 1-2 yrs newspaper exp; exp w/photography and Adobe InDesign desirable, able to cover some evening assignments. Email: [publisher@reporternewspapers.net](mailto:publisher@reporternewspapers.net). Position located in Atlanta, GA.

INSTRUCTOR IN ANTHROPOLOGY. Begin 08/16/08. Teach several sections of a 4-field intro course and courses in Ethnographic Methods, Language and Culture, and Kinship. Ltr of app/CV/3 refs to: Dr. Kelly Alley, Dir, Anthropology Program, 7030 Haley Ctr, Auburn University, Auburn, AL 36849-5209. Review of apps will begin 06/10/08.

ASSISTANT EDITOR. FT. Write various short- and medium-length pieces for Hampton Roads Magz and its supplements; serve as staff writer for Vista Graphics Visitors Guides; write and update a variety of copy for the Visitors Guides in ten geographic markets, assemble the Datebook calendar of events for each issue, assist w/obtaining and/or scheduling photography/images that correspond w/editorial. Prepare for and assist at photo shoots; create and update an ongoing list of PR personnel and media contacts; serve as primary contact for freelance writers, organizing meetings, addressing concerns, managing invoices, etc; research, copy-edit and fact-check. Req BA/BS in English, Journalism, Communications or rel field, strong writing skills, a superior attn to detail and creative mindset, knowledge of AP Style a plus. Ltr/resume/3 writing samples to Melissa Morgan at [Melissa@hrmag.com](mailto:Melissa@hrmag.com). Hampton Roads Magz, 1264 Perimeter Pkwy., Virginia Beach, VA 23454.

STAFF WRITER. FT. Cover news, features and sports, take photographs to accompany stories and help w/pg layout and design. Req BA/BS in journalism or rel field desired, good writing, researching and interviewing skills; good grammar, spelling and punctuation, competency in photography and Photoshop, electronic pg design, knowledge of InDesign helpful, good orgz and time mgmt skills, knowledge and interest in the Internet. Apply to Robin Bass, Editor, at [editor@spencermagnet.com](mailto:editor@spencermagnet.com).

GRAPHIC DESIGNER. Design the artwork for several different GaDOE publications, create content for GaDOE promotional materials and publications; edit and proofread brochures, ltrs, documents, proposals, press releases, speeches and other publications and written materials; create presentations for the State Superintendent of Schools and others in the GaDOE. \$32,418.30--\$56,724.24. <http://www.gadoe.org>. Req BA/BS in graphic design, visual arts, or a rel field and 3 yrs FT pro exp in graphic design working w/publications; expert exp in Adobe Creative Ste (InDesign, Illustrator, Photoshop) and Microsoft Office products (PowerPoint, Publisher, Excel and Word), exp as a pro writer, w/public education programs, managing budgets, in newspaper or magz publishing, graphic design exp in education, public policy, public administration or corporate communications, mgmt exp, familiarity w/important education policies in GA and the nation. Ltr of app/resume or State of GA App/5 examples of pro design materials in which you took part to: GA Dept of Education, HR Office, 2052 Twin Towers East, Atlanta, GA 30334. Phone: 404-656-2510. Fax: 404-657-7840. Email: [recruiter@doe.k12.ga.us](mailto:recruiter@doe.k12.ga.us).

NUTRITION TECHNICIAN. Prepare diets, inspect, sort, and clean food items as needed; maintain cleanliness and sanitation of work and work area, maintain sanitation level appropriate for a food service area, clean and disinfect all surfaces and equip as needed, maintain and manage inventory, inform Nutritionist of low inventory items as necessary, help to select, train, and direct volunteer activities within the Commissary; maintain records as needed (diet sheets, diet cards, inventory sheets, etc), help to develop and maintain operations manual. [www.georgiaaquarium.org](http://www.georgiaaquarium.org). Req BS/BA in biology, nutrition, animal science, food mgmt, or rel pref, direct exp w/aquatic animals pref, 3 mos work/training at an AZA accredited institution (or equivalent) pref, food service or prep (human or animal) pref, understanding of food service sanitation; superior verbal and written communication, presentation skills, effective problem analysis and resolution skills, proficiency w/Microsoft Office Products. Ltr/resume/refs to: The GA Aquarium, Attn: HR Dept., 225 Baker St, Atlanta, GA 30313. No phone calls.



**MULTIMEDIA DESIGNER.** TBO.com. Req BA/BS in Computer Graphics or Fine Arts Design pref, 3 yrs Web design/Multimedia exp, solid understanding of CSS/HTML and web site structure and functionality, exp w/cross-platform testing and identifying browser incompatibilities, proficiency w/latest versions of Adobe PhotoShop and Flash, Premiere, and other rich-media apps pluses, media company exp a plus; proficient in applicable graphic design, rich media and multimedia software apps, excel time-mgmt skills. Apply online at [www.mediageneral.com/careers](http://www.mediageneral.com/careers) (Job ID TBO-000084). Design Manager Eugene Laret at [tbojobs@tbo.com](mailto:tbojobs@tbo.com). Position located in Tampa, FL.

**DIRECTOR OF YOUTH MINISTRIES.** FT. Assist w/a weekly children's after-school program. \$28,000-\$32,000. [www.sandersvilleumc.org](http://www.sandersvilleumc.org). Req BA/BS, emphasis in religion or rel field pref, and seminary training from an approved UMC school of theology pref, good orgz, written and verbal communication skills; 1 yr exp in working w/youth through youth ministry, campus ministry, or youth internships; valid driver's license; and a successfully completed natl criminal background check. Resume/3 refs who are not related and are not former employers to Sandersville United Methodist Church, PO Box 611, Sandersville, GA 31082, or e-mailed as a Word attachment to [pastor\\_sumc@nctv.com](mailto:pastor_sumc@nctv.com).

**EDUCATION COORDINATOR, HABITATS PROGRAM.** FT. Represent NWF's Rocky Mountain Natural Resource Ctr (RMNRC) in collaborative projects, execute specific projects, volunteer mgmt and ongoing general administration tasks. [www.nwf.org/careergateway](http://www.nwf.org/careergateway). Req BA or BS, background in environmental/natural resource education or rel field pref, 3 yrs work exp, in a non-profit environment pref. excel written and oral communication skills; proven presentation skills; good time mgmt skills; ability to meet ddls; working knowledge w/PCs, database programs and functions, word processing programs, and GroupWise, working knowledge of Raiser's Edge pref. Natl Wildlife Federation, 11100 Wildlife Ctr Dr, Reston, VA 20190. Email: [sanadv@nwf.org](mailto:sanadv@nwf.org). App ddl: 06/29/08.

**GIS TECHNICIAN.** Locate, report, and/or cleanse specified data within client's database using proprietary and commercial apps. [www.sds-inc.com](http://www.sds-inc.com). Req currently enrolled in college in jr-level or sr-level coursework, basic understanding of GIS data types & attributes, understanding of MS Windows folder structure, exp w/either ESRI products or GeoMedia and relational databases (Oracle/SQL) a plus. Resume/possible start date(s) to: [aorr@sds-inc.com](mailto:aorr@sds-inc.com). List the position title you are applying for in subject line. No phone calls. Position located in Franklin, TN.

**ARCHAEOLOGY INSTRUCTOR.** 1 yr temp appt. Begin 08/20/08. Teach cultural anthropology, archaeology, world prehist, and cultural resource mgmt. Req MA or PhD in anthropology or archaeology. Ltr/CV to Dr. Kathleen Handy, Dept of Sociology and Anthropology, PO Box 40198, University of LA at Lafayette, Lafayette, LA 70504-0198. Info: Dr. Mark A. Rees at [rees@louisiana.edu](mailto:rees@louisiana.edu). Phone: 337-482-6045.

**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](mailto:jobline@mgc.edu). Fax: 478-934-3440. Review of apps to begin immediately. App ddl: 05/30/08. (From 05/02 issue.)

## Midwest

**SPORTS WRITER.** Req solid background using Quark, NewsEdit Pro and Adobe Photoshop. Resumes/clips to Sports Editor Don McCormack, PO Box 2100, Ashtabula, OH 44005-2100. Email: [donmac@suite224.net](mailto:donmac@suite224.net). No phone calls.

**REGIONAL PLANNER.** Support economic development, transit, bike/pedestrian, clean air, public participation and regional land use planning activities. [www.macog.com](http://www.macog.com). Req BA/BS in urban/regional planning, transportation planning, public administration or rel field, MA/MS pref, excel written and verbal communication skills, ability to prepare, research and administer grants. Resume to Attn: Exec Dir, Michiana Area Council of Govts, 227 W. Jefferson Blvd., Rm 1120, South Bend, IN 46601. Email: [macogdir@macog.com](mailto:macogdir@macog.com).

**EXHIBIT SPECIALIST PREPARATOR.** Maintain and repair all current permanent exhibitions, help w/the installation, de-installation, and maintenance of temp exhibits, assist w/development of collections-based exhibitions by providing technical and design support, transport artifacts to and from storage facilities and museum sites, maintain the key inventory for all dept keys. [www.unionstation.org](http://www.unionstation.org). Req BA/BA or 2 yrs rel exp and or/training w/exp in museum object movement and handling; state driver's, or chauffeurs license, ability to write biz correspondence; effectively present info, and respond to questions. HR, Laura Jackson, Union Station/KS City Museum, 30 W. Pershing Rd, Kansas City, MO 64108. App ddl: 06/01/08.

**GRAPHIC DESIGNER.** Req Photoshop, Illustrator and InDesign skills, capable of working on small and large projects and communicating w/upper mgmt. Linus Williams Jr. or Manuel Reese at 918-967-4655. Email: [linus@stiglernews.com](mailto:linus@stiglernews.com) or [manuel@stiglernews.com](mailto:manuel@stiglernews.com). Position located in Stigler, OK.

**COUNSELOR/INSTRUCTOR.** FT. \$75/day. Battle Creek Outdoor Education Ctr, Dr. Del Bachert, 10160 S. M-37 Hwy., Dowling, MI 49050. Phone: 269-721-8161. Email: [dbachert@battle-creek.k12.mi.us](mailto:dbachert@battle-creek.k12.mi.us). App ddl: 07/23/08.

**ENVIRONMENTAL EDUCATOR/PROJECT DIRECTOR.** FT. Req MA/MS in environmental education, environmental science, science education, or life sciences; exp/success in several key areas: grant or proposal writing; environmental education w/a wide range of audiences, including K-12 teachers (pref through a natural hist museum or nature ctr); natural hist; and administration and budget matters for a small- to medium-sized org; experienced naturalist pref. \$42,000-\$44,000. Ltr/writing sample/app to: Dr. Donald G. Kaufman, Dir, Hefner Zoology Museum, 104 Upham Hall, Miami University, Oxford, OH 45056. Phone: 513-529-4617. Email: [kaufmadg@muohio.edu](mailto:kaufmadg@muohio.edu). Review of apps will begin on 05/27/08.

**PROJECT ASSISTANT.** Assist in coordinating current economic development and planning programs; coordinate capital improvement projects and serve as a liaison to the city's Public Works Dept. Req BA/BS in rel field and 1 yr in real estate, urban planning or economic development, excel interpersonal, research and computer skills. Resume/refs/sal hist to the Berwyn Development Corporation, 3322 S. Oak Park Ave, Berwyn, IL 60402. Phone: 708-788-0966. Email: [agriffin@berwyn.net](mailto:agriffin@berwyn.net).

**MIDDLE SCHOOL MINISTRY ASSOCIATE.** Work w/Family Ministries Team to vision, plan and execute worship, small groups and service projects for grades 6-8. [www.msmpop.org](http://www.msmpop.org). [www.princeofpeaceonline.org](http://www.princeofpeaceonline.org). Req BA/BS in youth and family ministry and 2 yrs exp in the field, pref in a large church setting, passionate follower of Christ, communication, orgz and team-bldg skills, and worship exp. Susan Jambor at 952-898-9304. Email: [sjambor@princeofpeaceonline.org](mailto:sjambor@princeofpeaceonline.org). Prince of Peace Lutheran Church, 13901 Fairview Dr, Burnsville, MN 55337. Phone: 952-898-9304. Alternate: 952-435-8102. Fax: 952-898-9371.

**DIRECTOR OF CHILDREN'S MINISTRY.** PT. Direct education programs



for pre-school through fifth grade, recruit and train teaching staff, curriculum planning and implementation, organize Vacation Bible School, and work w/the education team. guide and develop the Children's Ministry. Req strong teaching, interpersonal and orgz skills, familiarity w/United Methodist doctrine and heritage and able to maintain a "Safe Sanctuary" environment. Ltr of app/resume/refs to: Asbury United Methodist Church, Staff Parish Relations, 2425 S. Western Ave., Sioux Falls, SD 57105. Email: [GRICH@LL.NET](mailto:GRICH@LL.NET). Fax: 605-332-1939, Attn: Staff Parish Relations.

CURATOR OF ANIMALS. Peoria Zoo. Req BA/BS in biology, zoology or rel field, 3 yrs FT exp in exotic animal care, 2 yrs pro exp in animal mgmt, 2 yrs personnel mgmt exp and active participation in conservation efforts pref, knowledge of animal husbandry, hist and behavior; and care and exhibition of exotic and domestic animals, knowledge of preparing budgets, record keeping and collection planning, valid IL Class "D" driver's license. App/resume to: Peoria Park District, HR Asst, 2218 North Prospect Rd, Peoria, IL 61603-2193. App ddl: 06/01/08.

CONSERVATION EDUCATION SPECIALIST. FT. Resp for curriculum development and assessment, conduct programs on and off campus for all ages and group sizes, education animal training, coordinate the Volunteer program, basic office duties, book programs, facilitate teacher workshops and classes, and coordinate and implement overnight programs. Req BA/BS in education, environmental science, or other rel field, valid WI state driver's license, strong public speaking skills and a willingness to handle various live animals, exp in formal and/or informal education pref. Resume/ltr/ref list to: Racine Zoo, Attn: Heather Egerer, 200 Goold St, Racine, WI 53402. Email: [education@racinezoo.org](mailto:education@racinezoo.org).

OUTDOOR EDUCATOR. FT. Req BA/BS in elementary, environmental, adventure, outdoor, experiential education; natural hist, environmental interpretation, leisure or recreation mgmt; exp working w/youth, residential camping, facilitating high/low ropes course and team bldg elements a plus. \$375/wk. Fall Seasonal Outdoor Educator. 1 female and 1 male. \$250/wk. Req BA/BS in elementary, environmental, adventure, outdoor, experiential education; natural hist, environmental interpretation, leisure or recreation mgmt; exp working w/youth, residential camping, facilitating high/low ropes course and team bldg elements a plus. Ltr of app/resume/list of refs to: Dr. Del Bachert, Dir, Battle Creek Outdoor Education Ctr, 10160 South M-37 Hwy, Dowling, MI 49050. Phone: 269-721-8161. Cell: 269-838-2455. Fax: 269-721-1071. Email: [dbachert@battle-creek.k12.mi.us](mailto:dbachert@battle-creek.k12.mi.us).

NATURALIST/GREENHOUSE MANAGER. FT. Begin 08/18/08. Develop and coordinate the Linnaeus Arboretum education program and manage the Biology Dept greenhouse. Req MA/MS in environmental education, biology or rel area and greenhouse mgmt exp. Ltr of app/CV/1-pg stmt of teaching philosophy/grad and undergrad transcripts/3 pro ref ltrs to: Dr. Cindy Johnson-Groh, Chair, Linnaeus Arboretum, Gustavus Adolphus College, 800 West College Ave, St. Peter, MN 56082-1498.

FIELD TECHS, CREW CHIEFS, FIELD LAB DIRECTOR; FIELD DIRECTORS. Begin 06/01/08. <http://www.ccrinc.com/>. Field tech: \$13.00/hr. Req CRM excavation exp pref. Crew chief: \$15.00/hr. Req supervisory exp. Field dir: \$16.00/hr. Req MA and supervisory exp, exp cataloguing large collections, working knowledge of Excel spreadsheets, good orgz and attn to detail. CV including length of field exp, type of exp, positions held, and special skills. Indicate the date on which you are available to start work/3 refs able to judge your field work. Include "VITA" in message title to: Mary Jeakle, CCRG, Inc., 2530 Spring Arbor Rd, Jackson, MI 49203. Toll Free: 800-731-3550, Ext 19. Phone: 517-788-3550, Ext 19. Fax: 517-788-6594. Email: [mjeakle@ccrginc.com](mailto:mjeakle@ccrginc.com).

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](mailto:ppkm.hr@ppkm.org). App ddl: 07/14/08. (From 05/02 issue.)

**West/Southwest**

PRODUCER-DVD GAMES. Freelance. Create and manage production budget, manage production schedule w/Project Manager, manage VO recordings including talent selection, oversee clip/still selection and question writing, present work in progress to client. Req BA/BS in Communications, Advertising, Design or rel field, 2 yrs exp in DVD production or in creative services within a major entertainment studio, familiarity w/DVD req and specs, ability to manage external authoring process and relationship, client communication at all levels, working knowledge of MS Office (including Excel) on Mac platform. MusicandBrands Inc, 9701 Wilshire Blvd, Los Angeles, CA 90212.

PROGRAM COORDINATOR, ALASKA YOUTH FOR ENVIRONMENTAL ACTION. FT. Resp for fund-raising program budget; coordinate annual AYEY youth trainings and projects; manage AYEY communication and outreach activities; and cultivate media. [www.ayea.org](http://www.ayea.org). [www.nwf.org/careergateway](http://www.nwf.org/careergateway). Req understand and have an appreciation of AK's environmental issues; fund-raising knowledge, exp managing interns/volunteers, community organizing skills a plus. Natl Wildlife Federation, Vivian Sanad, 11100 Wildlife Ctr Dr, Reston, VA 20190. Email: [sanadv@nwf.org](mailto:sanadv@nwf.org). App ddl: 06/25/08. Position located in Anchorage, AK.

STAFF WRITER/BLOGGER. MTV Networks. Spike.com. Be well versed in existing internet blogs, newsletters and other info sources and write content and blog entries for a young male audience; come up w/online programming ideas. Req strong knowledge of the online content environment, strong writing skills and exp w/blogging software, complete and comprehensive grasp of the rules of grammar, excel communication & presentation abilities, computer & design skills including Illustrator & Photoshop, exp w/online sales/integrated mktg. Apply at [www.mtvncareers.com](http://www.mtvncareers.com). Attach link or sample of writing when applying for this position. Position located in Santa Monica, CA.

ASSISTANT I. FT. Handle initial inquiry calls for Animation, Independent Film, Nonfiction and Public Policy programs; enter data, update data and print reports from Dept specific databases; make travel arrangements, schedule meetings and maintain Dept Calendar as needed; prepare and follow-up w/expense reports, check requests and IT requests. \$28,804 - \$35,000/yr. Req effective time mgmt and excel orgz skills, proficient in Word and Excel for Windows, strong written, analytical and oral communication skills, able to manage telephone inquiries, entertainment or labor exp and 1 yr administrative exp strongly pref. Ltr/resume to Writers Guild of America, West HR Dept, 7000 W. 3rd St., Los Angeles, CA 90048.

MARKETING AND EDITORIAL ASSISTANT. FT. Knock Knock. Send product requests and follow up w/press contacts, format text and enter corrections, fact-check and research, and general orgz duties. [www.knockknock.biz](http://www.knockknock.biz). Req BA in writing-intensive area of study, interest in stationery and books, proficiency in Microsoft Word and Excel, facility in Adobe Creative Ste a plus, strong communication skills, written and verbal, good telephone personality. Ltr of intro/resume/nonfiction writing sample to [jobs@knockknock.biz](mailto:jobs@knockknock.biz) w/"Mktg and Editorial Asst" as the subject. Position located in Venice, CA.

ASSISTANT DIRECTOR OF RESIDENCE LIFE AND HOUSING. Introduce and orient residents to community expectations, facilities, services, and staff; promote/provide education about the affects and risks of drug &



alcohol use; manage residential life conduct system; counsel student residents and employees concerning academic, social needs and crises intervention, staff members; assist w/recruiting, training, supervising and evaluating student staff to achieve the goals and objectives of residence life; assist w/occupancy and space mgmt of the hall through room assignment, residential contract mgmt and cohort bldg. \$26,000. <http://www.colostate-pueblo.edu/hr/employment/adminpro.asp>. Req MA/MS in higher education/student personnel or rel field. exp in residence life and at a public institution, including the design, coordination, and evaluation of educationally purposeful activities and leadership programs, supervisory resp of student assistants. Ltr addressing interest and qualifications/resume/transcript/3 pro refs/voluntary Applicant Demographic Sheet to: Chair, Search Committee for the Asst Dir of Residence Life and Housing, HR Office; Administration Bldg, CO State University-Pueblo, 2200 Bonforte Blvd., Pueblo, CO 81001-4901. App ddl: 05/30/08. Electronic apps will not be accepted.

**GALLERY EDUCATOR, FT.** Assist in collecting and preparing materials for daily programs including inventory upkeep and organization; troubleshoot on the gallery floor and in the park, track and evaluate program exp as needed and assigned, contribute to developing new gallery programs as requested. \$14.50/hr. [www.skirball.org](http://www.skirball.org). Req background and exp in arts education, child development, and/or rel field, exp working w/children and families; interactive gallery teaching exp pref, computer proficiency in Microsoft Word, Excel; fluency in second language a plus. Resume/ltr to [humanresources@skirball.org](mailto:humanresources@skirball.org). Fax: 310-440-4595. HR Dept, Noah's Ark Gallery Educator, Skirball Cultural Ctr, 2701 N. Sepulveda Blvd., Los Angeles, CA 90049.

**EXHIBIT SUPPORT TECHNICIAN I.** Resp for daily set-up of Life Sciences exhibits, daily prep of solutions and cultures req to support exhibit set-up, daily live microscope demonstrations for the public, routine maintenance of exhibits and equipt, routine care of marine invertebrates, plants, freshwater fish, terrariums, and insect colonies. [www.exploratorium.edu](http://www.exploratorium.edu). Req BA in the biological sciences or significant credits towards a degree, interest in biology, exp or interest in working w/live organisms, basic lab skills, good interpersonal skills, knowledge of and skill in microscopy and dissections useful. Ltr/resume to: Raphael Rosen, Dept. LS-1, Exploratorium, 3601 Lyon St, San Francisco, CA 94123. Fax: 415-561-0370. Email: [resume@exploratorium.edu](mailto:resume@exploratorium.edu) (attachments not accepted). No phone calls. App ddl: 05/30/08.

**ASSISTANT DIRECTOR OF STUDENT LIFE.** FT. Supervise an Americorps VISTA pro staff member w/duties rel to Community Service, supervise multiple student staff members, develop Leadership Tracks and Campus Mentor programs, serve as a liaison to campus and local entities w/an interest in Hilltop Leadership Development, develop and oversee a section of the Student Life budget, develop, collect, and provide resources rel to multicultural and underrepresented populations, provide on-site supervision for various student programs, maintain records and assist w/program assessment and learning outcome development. \$37,212-\$39,737. Req BA/BS, MA/MS in Student Affairs Administration or rel field strongly pref, 1-2 yrs exp advising students in multiple methods of leadership development and community service, knowledge of higher education, student affairs, and student development theory essential, ability to successfully market events that is highly valued to current student populations, strong skills in advising, programming, assisting in student development, and communication. Ltr/SEU app/resume/3 refs to the attn of: Leadership Search Committee, Student Life Office, C/M Box 1054, St. Edward's University, 3001 S. Congress Ave., Austin, TX 78704-6489.

**MARINE LIFE EDUCATOR INTERNSHIPS.** Assist w/Sea Life camps and dozes, perform educational outreach animal encounters both on and off site, conduct guided tours of the park, and deliver animal programs to children ages 3-12. Req 18 yrs of age, enrolled in or have graduated from a University or College, commit to the full internship date period, able to financially support themselves, strong swimming skills and physically able to work in in-water interactive programs, comfortable w/public speaking, excel communication skills, enjoy working w/all ages of people, and the ability to work in a team environment. App (available at [www.sealifeparkhawaii.com](http://www.sealifeparkhawaii.com))/2 ltrs of rec/college transcript(s)/stnt of interest that explains reasons for applying, background info, interests, and academic and field rel exp, describe goals and objectives in obtaining a Sea Life Park by Dolphin Discovery internship/CV or Resume to: Tracie Lorimor, Education Manager, Sea Life Park Education Dept 41-202 Kalaniana'ole Hwy #7 Waimanalo, HI 96795. Email: [lorimor@sealifeparkhawaii.com](mailto:lorimor@sealifeparkhawaii.com). Fall app ddl: 06/21/08.

**EVENT COORDINATOR.** Meet the events attendance and revenue goals set forth in the annual mktg plan, execute booked events for contract, deposit and Event Order (including menu selection), and finalize preparations; prepare event schedules and process billing for events; initiate effective follow-up on potential clients and past customers, upgrade and maintain office orgz systems, assist in prep of annual sales budget and mktg plan. [www.montereybayaquarium.org](http://www.montereybayaquarium.org). Req HS Education, BA/BS or equivalent exp, 2-3 yrs event exp, rel zoo/aquarium/museum exp pref, computer proficiency in word processing and spreadsheets, excel time mgmt. Ltr/resume to [jobs@mbayaq.org](mailto:jobs@mbayaq.org). Monterey Bay Aquarium, Attn: HR, 886 Cannery Row, Monterey, CA 93940. Email: [Jobs@mbayaq.org](mailto:Jobs@mbayaq.org) (no attachments). Phone: 831-648-4890.

**ASSISTANT DIRECTOR OF EDUCATION.** Seasonal. Create the staffing schedule for each school, teach 3-4 classes per wk, co-facilitate and plan staff meetings and staff trainings, supervise, inspire and mentor fellow staff members. \$90/day. Req BA/BS in a related field, 2 yrs teaching in an OE or EE program, traditional school or similar, administrative exp at an OE program, ability to understand and communicate natural hist and environmental concepts, exp working w/large groups of students, computer skills, including Excel. Pathfinder Ranch Outdoor Education Program, Deanna M. Erickson, 35510 Pathfinder Rd, Mountain Ctr, CA 92561. Phone: 951-659-2455 ext. 12. Email: [oadirector@pathfinderranch.com](mailto:oadirector@pathfinderranch.com). App ddl: 06/05/08.

**FREELANCE WRITERS.** The Redlands Daily Facts. Provide coverage of general and sports assignments on an as-needed basis. Req internship or paid-position exp at a newspaper and BA/BS in journalism or English desired; knowledge of AP style and the ability to meet ddls. Resume/3 clips to managing editor Jennifer M. Dobbs at [jdobbs@redlandsdailyfacts.com](mailto:jdobbs@redlandsdailyfacts.com). Position located in Redlands, CA.

**ASSISTANT.** Req strong multi-tasking skills, ability to work in a fast-paced, demanding and high pressure environment, thick skin, ability to handle large volumes of calls and appts w/discretion, and desire to learn about the entertainment industry and work w/celebrities. Publicity exp appreciated, start immediately. Resume to: [inneedofassistant@yahoo.com](mailto:inneedofassistant@yahoo.com). Position located in Los Angeles, CA.

**BOX OFFICE MANAGER.** Manage the sale of tickets, work w/customers directly and train staff to work directly w/customers. Resp for financial reporting functions, monitor, and reconcile data, operate in accordance w/BALLET ARIZONA standards and TicketMaster guidelines. [www.balletaz.org](http://www.balletaz.org). Email: [jwalter@balletaz.org](mailto:jwalter@balletaz.org). BALLET ARIZONA, 3645 E. Indian School Rd., Phoenix, AZ 85018. Phone: 602-343-6550.



**TALENT AGENT TRAINEES.** Work for and collaborate w/sr agents. Req BA/BS, aggressive, organized, composed, computer-literate, excel phone skills and Agency or mgmt exp pref, knowledge of the film & television industry pref; exp in working w/elite clientele strongly desired. The Gersh Agency, 232 N. Canon Dr, Beverly Hills, CA 90210. Fax: 310-388-1691. Do not submit resume more than once. No phone calls.

**MARKETING SPECIALIST/NEWSPAPER SPECIAL PROJECTS.** Req strong editorial/copy writing skills, complete mastery of Mac OS X platform, including advanced InDesign, Photoshop and Illustrator skills, able to multi-task, thrive and produce while managing multiple ddls. Resume/ltr/portfolio to Reporter Newspapers, 19426 68th Ave S., Kent, WA 98032. Email: [hr@reporternewspapers.com](mailto:hr@reporternewspapers.com).

**GRAPHIC ARTIST.** Produce informational graphics for breaking-news, features and enterprise projects for print and online products, help set the visual tone of news and features coverage. Req exp w/Illustrator and Photoshop; Quark, Flash, 3D or database programs pref; detail-oriented, organized, ddl-conscious and able to work on multiple projects at the same time. Ltr/resume/refs/samples of work to Kris Worrell, Managing Editor, Beaumont Enterprise, PO Box 3071, Beaumont, TX 77704. Email: [kworrell@hearstnp.com](mailto:kworrell@hearstnp.com).

**PROGRAM SERVICES SPECIALIST II/III.** FT. Oversee field trips w/the theme of waste reduction for 4th and 5th grade classes at the Davis St Transfer Station during the school yr. \$4,098-\$5,467. <http://www.stopwaste.org/home/index.asp?page=606>. Req able to provide own means of transportation. StopWaste.Org, Pat Cabrera, 1537 Webster St, Oakland, CA 97612. App ddl: 05/23/08.

**DEVELOPMENT ASSOCIATE.** FT. Assist in the planning, organizing and conducting of fundraising support strategies including donor identification, solicitation and cultivation, annual giving, major gifts, planned giving, endowments, grants, and sponsor/partner relationships. Req BA/BS pref, excel interpersonal skills, 3 plus yrs fundraising exp pref. Apply at [www.Chaffeezoo.org](http://www.Chaffeezoo.org). App/resume to the Fresno Chaffee Zoo, 894 West Belmont, Fresno, CA 93728. Phone: 559-264-9226.

**DIRECTOR OF YOUTH MINISTRIES.** FT. Begin 07/01/08. Work primarily w/Sr. High and Jr. High youth and once-a-mo w/elementary children (Calvin's Kids). [www.johncalvinpresbyterian.org](http://www.johncalvinpresbyterian.org). Malcolm McQueen, Pastor, John Calvin Presbyterian Church, 8102 Midcrown Dr., San Antonio, TX 78239. Phone: 210-657-4441. Fax: 210-657-2747.

**ENV ED INSTRUCTOR.** Begin 08/15/08. Lead groups and teach classes and activities to lower and upper elementary and middle school students from public and private schools throughout TX and LA. \$250/wk. Req BS in a science rel field, exp working w/youth in classroom and outdoor settings, a strong environmental ethic and a desire to be outdoors in all kinds of conditions. Resume to Candy Moore, Dir, The Discovery Program at Camp Allen, 18800 FM 362 Navasota, TX 77868. Email: [candym@campallen.org](mailto:candym@campallen.org). Interviews close as of 07/15/08.

**Multi-Regional/International/Freelance**

**HISTORY GEOGRAPHY TEACHER.** Teach a full course on World Hist and Geography, resp for course prep, progress tests, give exams and assist in school development. Req excel interpersonal skills, other skills such as sports coaching a plus. Ltr of interest/resume/1 ltr of rec/2 refs/photocopy of diploma/photocopy of academic transcripts/HIV/AIDS test report (req under domestic law) to "Hobby" school, Dr.Oyuntseteg, Principal, Mongolia, Ulaanbaatar-21, PO Box 1096. Fax: 976-11-330400. Phone: 91110072. Email: [hobbyschool@gmail.com](mailto:hobbyschool@gmail.com) (as PDF, pref). App ddl: 06/27/08.

**TEACHER.** [www.itti.com](http://www.itti.com). <http://www.alenea.com>. Req degree from a university recognised by the Japanese govt. Alenea Consulting, David Anthonisz, Dir, 29-30 Windmill St, London, W1T 2JL – UK. Phone: 020 7462 6481. Fax: 020 7462 6482. Position located in Japan.

**FELLOWSHIP PROGRAM COORDINATOR.** Develop and implement leadership development modules, create content most 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 exp. <http://www.indicorps.org>. Req BA/BS and 2-3 yrs work exp, strong communications, conflict-resolution, and human support skills, fluency in English and 1 Indian language. Staff App available at [www.indicorps.org](http://www.indicorps.org). Indicorps. Email: [info@indicorps.org](mailto:info@indicorps.org). Position located in India. App ddl: 07/05/08.

**FITNESS INSTRUCTOR.** [www.chexcite.my](http://www.chexcite.my). Req Sports/Fitness rel Degree or Diploma, 2nd Yr College students, able to speak English, other foreign languages a plus. Gary LS, Ritz Tani Sdn Bhd, Danga Bay, Johor Bahru, Johor, Malaysia 80200. Phone: +60 12 3310811. Fax: +60 7 2351130. Email: [garyls@maxis.blackberry.com.my](mailto:garyls@maxis.blackberry.com.my). Position located in - Johor Bahru, Johor, Malaysia.

**ENGLISH TEACHER.** FT. Teach English for classes between grades 7-10 and a grade 9 history/geography class, ESL in the lower grades and grammar/language and lit in the upper grades. Req excel work ethic; strong communication and orgz skills; strong classroom mgmt skills; exp teaching diverse students, able to commit to 2 yrs. CV to Ms Braunstein at [wacadh@hotmail.com](mailto:wacadh@hotmail.com). West African College of the Atlantic, Tamara Braunstein, B.P 24340, Ouakam, Dakar, Senegal. Email: [wacadh@hotmail.com](mailto:wacadh@hotmail.com). Fax: +221-33-820-4929. App ddl: 05/26/08.

**PUBLIC RELATIONS OFFICER.** Freelance/Project Basis. Coordinate receptions onboard in each port; host media onboard and manage interviews between journalists and students/staff, participate in press opportunities; liaise between journalists and community onboard the ship, identify students for specific press opportunities; provide well written, edited content for The Scholar Ship website and its newsletter; support shoreside mktg team in planning and production of mktg materials and events; disseminate info from the ship to staff shoreside through regular reports. [www.TheScholarShip.com](http://www.TheScholarShip.com). Req comfortable on camera; excel written, verbal, and intercultural communication skills and work well in a high pressure, 24/7 environment with limited connectivity to the outside world; exp in PR and media relations.

**FREELANCE BILINGUAL COPYWRITER.** Transcreate (translation + copywriting) English copy into: Chinese Traditional (For TV/Radio: Mandarin and Cantonese), Korean, Vietnamese, Japanese, Tagalog (Filipino); translate disclaimer/legal copy into one of the languages mentioned above; produce English back translation of in-language copy; proofread and edit creative materials (in-language and English). Req BA or BS or equivalent, 3+ yrs in-language copywriting and/or copy adaptation/transcreation exp native speaker of one of Chinese (Mandarin and/or Cantonese), Korean, Vietnamese, Japanese, Tagalog (Filipino) and fluent in English (reading/writing/speaking); strong, persuasive, creative in-language writing skills; ability to write for multiple media (print, TV, radio, web); knowledge of US Asian market; computer proficiency (Microsoft Office Suite, Trados/SDLX a plus). Resume/2 sample works (original English and in-language copy) from previous projects to [transcreate@intertrend.com](mailto:transcreate@intertrend.com). Position located in Long Beach, CA.

**WRITER.** Freelance/Project Basis. Showbiz Tonight. Resume/SINGLE document that contains 4 stories no longer than 30 seconds each based on current stories/3 package intros/4 teases. You decide the content. Email: [david.levine@turner.com](mailto:david.levine@turner.com). Position located in New York, NY.

**COMMUNICATIONS COORDINATOR.** Promote SAW Video's programming initiatives regionally, provincially, and nationally; increase



SAW Video's profile in the media; design and implement new mktg and promotional tools; assist in the planning of a website redesign project. \$18,720. <http://www.sawvideo.com>. Req BA/BS or college diploma in communications or a rel field; exp in graphic design for print and web, preparing press releases and in media relations; excel verbal and written communication skills in both official languages; proficiency in: Illustrator, Adobe Photoshop, and/or Quark Express, HTML and Dreamweaver; knowledge of contemporary media art practice a plus. 1-pg ltr of intent describing skills and exp as they relate to this position/CV or resumé to: Hiring Committee – Communications Coordinator, SAW Video Association, 67 Nicholas St., Ottawa, Ontario K1N 7B9. Phone: 613-238-7648. Fax: 613-238-4617. Email: [sawvideo@sawvideo.com](mailto:sawvideo@sawvideo.com). App ddl: 05/22/08.

AQUARIST. FT. Issham Aquatics. Monitor animal health, design, construction and installation of new exhibits, maintain proper feeding regimes, participate in the acquisition of specimens, quarantine of newly acquired animals, disease recognition and treatment and training new staff. US\$42,000/yr. [www.ishamaqua.com](http://www.ishamaqua.com). Req 2-3 yrs relevant work exp in a public aquarium w/a solid background in marine biology and animal husbandry, highly motivated and able to work both in a team environment and independently. Resume/ltr to Francis R. Yupangco, Dir of Operations. Phone: +966 50 568 5777. Email: [francis@ishamaqua.com](mailto:francis@ishamaqua.com). Position located in Jeddah and/or Riyadh, Saudi Arabia.

VIDEOGRAPHER. Create short documentary films for an innovative school in Bali w/environmental focus. <http://www.greenschool.org>. Req skills in camera use, writing storyboards, knowledge of Final Cut Pro or other editing program. CV/ltr/sal req/3 pro refs to [info@greenschool.org](mailto:info@greenschool.org) or [careers@greenschool.org](mailto:careers@greenschool.org). Green School at the Kul-Kul Campus, Brad Choyt, Sibang Kaja, Abiansemal, Sibang Kaja, Indonesia. Email: [info@greenschool.org](mailto:info@greenschool.org). App ddl: 06/28/08.

FREELANCE BOOK REVIEWER. Publishers Weekly. Req expertise in: Fiction, Nonfiction, Audio Books, Religion, Children's/Young Adult. Ltr that states expertise and specific interests/resume/major clips to [pwreviewers@reedbusiness.com](mailto:pwreviewers@reedbusiness.com). The subject line should consist only of one or more of the above categories. No attachments. Messages with attachments will be deleted. Position located in New York, NY.

COLUMNISTS/CONTRIBUTORS. Freelance. Autosavant.net. Req able to write well, and exhibit a combination of being original, entertaining and factual in your writing, write well in English but based in regions that have developing auto markets; regions like Latin America, India, Africa, Middle East, Russia, etc. Ltr about what you want to write about, how often, and why you chose those subjects; as well as anything else you think is pertinent to the subsequent conversation we may have/CV/resume/3 samples of work to [editor@autosavant.net](mailto:editor@autosavant.net). All responses will remain confidential.

ART SUBMISSIONS. <http://www.placervillearts.com>. Placerville, CA. Natl Juried 42nd Annual Mother Lode Art Show, 08/10-24/08. All media except crafts, photography and digital imagery. \$4,000 in awards. Juror: Terry Miura, Judge: Kathleen Dunphy. For a prospectus send an SASE to: PAA, Box 905, Placerville, CA 95667. App ddl: 05/31/08.

JURIED ART COMPETITION. Natl Juried Art Exhibition 9th Annual Will's Creek Survey (09/04-10/03/08). Juror: Sarah Newman, Asst Curator of Contemporary Art, Corcoran Gallery of Art. Two slides/or JPEGs on CD, \$25. Best of Show \$1000, projected awards \$5000+. Entry form available at: [www.alleganyartscouncil.org](http://www.alleganyartscouncil.org). Allegany Arts Council, 52 Baltimore St, Cumberland, MD 21502. Phone: 301-777-2787. Email: [arts@allconet.org](mailto:arts@allconet.org). App ddl: 07/01/08.

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. (From 05/02 issue.)

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: [fsheley@mindspring.com](mailto:fsheley@mindspring.com). App ddl: 09/01/08. (From 05/02 issue.)

PORTER FLEMING WRITING COMPETITION. [www.AugustaArts.com](http://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](http://www.artsintheheart.com). Greater Augusta Arts Council (PF), Box 1776, Augusta, GA 30903. App ddl: 06/13/08. (From 05/02 issue.)

Good luck!

Next issue: June 6, 2008

