



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. ISSN 0887-2821.

East/Northeast

PLANNER. Review subdivisions, site plans and construction drawings to ensure compliance w/ County and state ordinances and regulations; research plats and deeds, and perform field analysis for review purposes; prepare summary reports; present findings to Planning Commission; coordinate and mediate correspondence between consultants, agencies and developers; assist in drafting subdivision, zoning and other regulatory amendments and ordinances; assist citizens w/ questions regarding land use issues. Req combination of education and exp equivalent to graduation from college or university w/ major course work in planning, engineering or rel field and exp in urban planning; knowledge of principles and practices of urban planning; knowledge of local land use laws and planning theory; able to read and interpret blueprints, site plans and architectural designs; able to gather and interpret technical and statistical information and prepare technical reports; able to establish and maintain effective working relationships w/ local govt officials, associates and general public. David Hankinson, Washington County Commissioners, 100 W. Washington St, Suite 251, Hagerstown, MD 21740. Phone: (240) 313-2353. Fax: (240) 313-2351. E-mail: dhankinson@washco-md.net.

WEBMASTER/GRAPHIC DESIGNER. Update Website's infrastructure, editorial layout and general appearance as assigned by the Director of Communications; resp for visual conceptualization, planning, development, design, layout and execution of graphic design of full range of communications materials and variety of publications; recommend, design and execute improvements, interactive components, new Get Active material for website. Req BS/BA, written skills, 3 yrs exp in Web development/graphic design, proficiency w/variety of computer applications and design software, Quark Xpress, illustrator, Adobe Photoshop and other rel programs, computer, Internet, and database proficient, CSS, XHTML, MS Word, Outlook and Excel, Web development exp: CMS systems like Movable Type or WordPress, PHP, and MySQL, exp w/print production and coordinating w/ vendors, photographers, freelance designers, and printers. Resume/ltr to: serskine@legalmomentum.org. S. Erskine, 395 Hudson St, 5th Floor, New York, NY 10014-3684. Email: serskine@legalmomentum.org. Fax (212) 226-1066. www.legalmomentum.org.

RESEARCHER. Provide consultative image research services to Getty Images customers via telephone/email, work as Getty Images imagery collection expert w/ sales consultants and clients, act as liaison between customers and Getty Images sales and creative teams, provide internal feedback to maximize sales and enhance image collections, follow up w/ client and sales consultant, provide customer service regarding creative services and research relative to requests for imagery, build relationships w/base of assigned accounts. Communicates and educates customers to RF, RM and Editorial options, total scope of Getty Images services and how to improve customer searching effectiveness, work w/sales staff to conduct web demos and educate clients on collection content. Req BA/BS in photography/film, graphic design or advertising (or equivalent exp), 1 yr exp in customer service and knowledge of photography/film and visual arts, customer service skills, knowledge of photography, history, geography, current events and popular culture, interpersonal, orgz and communication skills. Jason Tumilty, 75 Varick St, New York, NY 10013. www.gettyimagesjobs.com/losangeles/jobs/jobfinder.html.

EDUCATION SPECIALIST. FT. Conduct initial educational assessments and develop individual educational plans for pregnant and parenting young adults; encourage and empower students to further their educational growth and development; assist pregnant and parenting youth, in and out of foster care and w/school enrollment; maintain written progress notes and educational reports for program participants; coordinate and conduct college tours and other tours rel to educational and vocational training; provide individual counseling on financial aid app, course loads and school req. Req BA/BS, 3 yrs exp in educational guidance and/or career exploration in HS, college or other academic setting; familiar w/ financial aid guidelines and restrictions; knowledge of foster care and adolescent development; good orgz, verbal, written and communication skills; proficiency in MS Office; bilingual in Spanish a plus. Resume/ltr to Sheanna Ross, Family Support Services Program Coordinator @ Inwood House 320 East 82nd St, New York, NY 10028. Email: Sross@InwoodHouse.com. Fax: (212) 535-3775. <http://www.inwoodhouse.com>. App ddl: 02/20/07. No phone calls.

METADATA CATALOGER. Describe and manage digital collections, identify and create technical/administrative metadata, maintain contextual and quality control of outcomes, resp for review of digital images scanned from variety of formats, perform original cataloging from digital images, research any facts that need to be included or clarified in metadata record, apply Dublin Core metadata standards and verify information needed for metadata record. Req BS/BA, MA/MS in library science, hist or rel field strongly pref, knowledge of traditional cataloging standards and practices for original cataloging, exp or knowledge in electronic resources and metadata schema, strong oral, written, and interpersonal communication skills, knowledge of library preservation issues, exp handling rare and fragile materials, familiar w/ intellectual property issues in library/archive environment, knowledge of historical trends and research methods, and archival organization pref. Ltr/resume/sal req to Susan Saunders, Kennedy Library Foundation, Columbia Point, Boston, MA 02125. Email: sue.saunders@jfkfoundation.org. App ddl: 12/22/06. No phone calls.

ASSOCIATE REGISTRAR. Coordinate w/ rest of Museum Dept to be sure all paperwork and arrangements are in place; maintain exhibition database information, relationships w/ lenders, vendors, natl and intl traveling exhibitions; develop future contemporary art collection policy and guidelines. Req BS/BA in Art Hist or Museum Studies, 3-4 yrs Registrar exp, exp w/ contemporary art in all media and new media; exp in new media collections mgmt pref and in organizing and circulating traveling exhibitions; proficiency in computer databases and electronic technologies and information systems; strong verbal and written communication skills; knowledge of preventive conservation and proper art handling and ethical principles and professional practices governing museum registration. Ltr/ resume/sal expectations to: HR Manager, Christopher Lawrence, Box AR, ASIA SOCIETY, 725 Park Ave, New York, NY 10021. Fax: 212-452-1422. Email: HR@asiasoc.org, Email: clawrence@asiasoc.org. www.asiasociety.org/jobs. App ddl: 12/29/06.

DEVELOPMENT OPERATIONS COORDINATOR. Coordinate acctg, processing, reporting, and analysis of all contributed income and development expenses, coordinate w/ IT dept. Req BA/BS and rel exp, orgz, attn to detail, facility for numbers and budget analysis, knowledge of Microsoft Word and

Excel, knowledge of Tessitura or similar donor database and financial programs pref. Knowledge of Shakespeare and classic theatre helpful. Ltr/resume/sal req/3 ref to: DOC Search, SHAKESPEARE THEATRE COMPANY, 516 Eighth St SE, Washington, DC 20003. Fax: 202-547-0226. Email: stjjobs@shakespearetheatre.org. www.ShakespeareTheatre.org.

AMERICORPS MEMBER. Work in teams under the guidance of Crew Leader to solve critical environmental problems; collect field data rel to assessment and monitoring of forestry initiatives; lead environmental education programs; restore natural areas; work w/ volunteers on community-led or sponsored restoration, greening projects and events. \$560.00/biweekly throughout the program and an education award of \$4,725.00 upon completion. Req HS diploma or equivalent, 17 yrs of age, U.S. citizen or permanent resident, interest in environmental, public health, and/or urban issues, strong communication and leadership skills, NY State driver's license, 30 or more College credits a plus. Resume/ltr to: Brian Aucoin, Program Dir, GreenApple Corps, City of New York Parks & Recreation, 1234 5th Ave, Rm 200, New York, NY 10029. Email: GreenApple@parks.nyc.gov.

EXECUTIVE ASSISTANT. Organize, communicate, schedule, liaise between President and Board of Dir; assist President and Dir of Development w/ preparation of proposals and reports to foundations; coordinate direct mail campaigns, combined Federal Campaign activities, and mailings; maintain orgz systems for dept especially the foundation grant database. Req orgz, excellent written and research skills, excellent computer skills, 5 yrs exp in high level of administrative positions. Ltr/resume in body of email to humanresources@catholicsforchoice.org (NO ATTACHEMENTS). Catholics for a Free Choice, HR, 1436 U St, NW, Suite 301, Washington, DC 20009. Fax: (202) 332-7995. Phone: 202-986-6093. E-Mail: humanresources@catholicsforchoice.org. <http://www.catholicsforchoice.org>. App ddl: 03/20/07.

DESIGNER. FT. Take HTML-formatted text from editors and build into articles w/ text, quotes, links and title graphics; build in-house ad campaigns for Nerve features; build promotional microsites, and invites for advertisers and films that we promote; Image research (Flickr, Google Images, etc) for articles. \$30-40K. Req HTML/ XHTML/XML, basic CSS/ standards-based CSS layout, familiar w/ Photoshop (layers, masks, fonts, etc.), design and typography, basic Internet/Web Skills (FTP, server includes, etc.), cross-browser compliant design, comfort in Mac and PC environments, Flash and Actionscript, blogs, content mgmt systems. Resume/web-portfolio link to jobs@nerve.com. Michael Martin, New York, NY 10012. Email: jobs@nerve.com. Fax 212-625-8929. No phone calls.

WEB ASSISTANT. Post daily product reviews, features, and breaking-news; resize product photos and create basic art images to be used online; maintain production schedule; keep in communication w/editorial and art depts; manage online projects, updated weekly and monthly; write news stories, product blurbs, online content. Req knowledge/passion of mobile technology industry; solid writing and editing skills; proficiency in MS Word and Excel; intermediate knowledge of Adobe Photoshop; familiar w/ any content mgmt systems, Adobe InDesign and/or InCopy; knowledge of online and print publishing practices, entry-level database; interpersonal skills. Resume/ltr/sal req to Jennifer DeFeo, 1410 Broadway, 21st floor, New York, NY 10018. Email: jobs@bedfordmags.com. www.laptopmag.com.

ADMINISTRATIVE ASSISTANT. Draft acknowledgement ltrs and other donor correspondence, acknowledge and track trust distributions, proofread writing of other section members, prepare contract documents, written materials; collect information, etc, assist w/ donor record maintenance, research, including Internet research and calls to donors for guidelines. Req BA/BS, strong writing skills, computer proficiency, attn to detail. Resume/ltr/sal req to: Carrie Schindele, Dir of Corporate & Foundation Relations, The Salvation Army of Greater New York, 120 West 14th Street, New York, NY 10011, or fax to (212) 337-7299, or e-mail to carrie_schindele@use.salvationarmy.org. App ddl 01/28/07. No phone calls.

MARKETING INTERN. ARENA STAGE, an award-winning regional theater now in its 56th season, seeks talented, highly motivated, and innovative individual to fill position of Mktg Intern for Mktg Dept for Spring Semester. Small stipend available. Ltr/ resume/3 ref to: interns@arenastage.org.

EXECUTIVE ASSISTANT. Req orgz, 2 yrs administrative/support exp. Ltr/resume/sal hist/ref to CAREERS@KRUPPNYC.COM. Maria Langen, 130 W. 57th St., Suite 9D, New York, NY 10019. Phone 212/265-4704 x104. Fax 212/265-4708. Email: CAREERS@KRUPPNYC.COM. No phone calls.

LIBRARIAN. FT. Oversee public access to collections; catalog resources and develop strategies for expanding public access to library collections, manage archival storage, catalogue and work w/ staff to develop and implement student programs; participate in collaborative initiatives w/ other local and regional libraries and will coordinate app of new library information technologies that improve public access to the collection. Req MA/MS, exp or coursework in developing library based public programs, excellent oral, written, and interpersonal communication skills, exp or coursework in historical and genealogical collections mgmt, coursework in archival administration, and knowledge of current archival and information technology standards desirable, exp w/ database mgmt a plus. Resume to Librarian Search, Fairfield Museum and Hist Center, 636 Old Post Rd, Fairfield, CT 06824. App ddl: 01/15/07.

OMNI THEATER (IMAX DOME) PROJECTIONIST. PT. Operate and maintain Omni Theater (IMAX Dome) and Omni Projection and sound equipt; perform daily and emergency maintenance and periodic duties; communicate effectively and professionally w/ Museum Guests, Museum Staff, Interns, Volunteers, outside contacts; clean, maintain, and operate equipment on a day-to-day basis. Req HS diploma; Audio/Visual technical field or prior IMAX experience; physical dexterity and mobility. Ltr/resume to: HR Dept, Museum of Science, Science Park, Boston, MA 02114. Fax: (617) 589-0362. Email: jobs@mos.org. www.mos.org. No phone calls.

ASSISTANT. Provide day-to-day administrative support; develop and maintain office procedures; answer and screen calls to company principal; coordinate meetings, conference calls and scheduling; prepare correspondence; write and proofread internal/external communications; conduct research and media monitoring; basic troubleshooting of software, multimedia devices and ability to effectively speak with technical support. Req orgz, interpersonal, written, oral communication, proofreading skills; computer skills - Word/ Excel/ Outlook /Internet. Nathalie Casthely Koerner Kronenfeld Partners LLC, New York, NY. Email: koernerkronenfeld@gmail.com. Fax: 212-448-9162. No phone calls.

ECOLOGY EDUCATOR/NATURALIST. Teach group of students (5th-8th graders) for three lessons every day, w/ some shared supervision of students between and after lessons, general maintenance of the site and program. Grads: \$275/week + room and board, undergrads: \$225/week, MA/MS: \$300/week. Req BA/BS or several terms of undergrad, courses positive attitude, love of nature, and willingness to learn, exp w/ children and/or science background a plus. Resume/ltr/completed app to "Naturalist Applications": 8 Morris Ave, Bldg One, Saco, ME 04072. Phone: (207) 283-9951. Fax: (207) 283-4465. Email: fbes@fbes.org. www.fbes.org.

ADMINISTRATIVE ASSISTANT. PT. Manage front desk; recruit/supervise interns; handle space rental reservations and book orders; organize market, fundraise, and advertise mailings; solicit in-kind donations; office maintenance; varied clerical work. Req research, writing, organization, and presentation skills; confident PC user who can meet deadlines, Theater, writing, and/or non-profit exp pref. Ltr/resume to: YOUNG PLAYWRIGHTS INC., Administrative Assistant Search, P.O. Box 5134, New York, NY 10185.

CONCIERGE. Req BS/BA; interpersonal, communication skills. Build relationships w/ top clients, provide access to exclusive restaurants, shows, major concerts and top sporting events, manage event planning, design sophisticated travel plans, and write monthly newsletter for clients. Lauren Ruhl, New York, NY 10010. Email: Lauren@luxuryattache.com.

ADMINISTRATIVE ASSISTANT. FT. Assist company president and staff, work w/ clientele in variety of fields such as fashion and style, architecture and design, food, art, culture and collectibles, publishing, non-profit, travel, hotels and spa. \$30,000 +. Req BA/BS, office exp, computer, writing and communications skills, second language helpful Ltr/resume to lindsay@sallyfischerpr.com. Lindsay Sargent, 330 W. 58th St, Suite 509, New



York, NY 10019. Email: lindsay@sallyfisherpr.com. Fax: 212-246-8116. www.sallyfisherpr.com.

CIRCULATION ASSISTANT. Process mail , phone and email orders & claims, order entry, claims, end of month reporting, stmts and renewal notices, label runs and release of journals. Jamie Goodman, 4501 Forbes Blvd. Suite 200, Lanham, MD 20706. Email: resume@rlpgbooks.com. Fax 301-429-5741.

ASSISTANT CURATOR OF EDUCATION. Plan, develop and implement Museum's first education program for local HS; recruit HS (primarily grades 9-12) and create appropriate educational programming; research and prepare classes, promotional materials, handouts and publications for HS education programs; work w/ Art Museum staff in developing interpretative programming and materials rel to Museum's special exhibitions and collection; and grant writing to support Museum's educational programs. App to Madeleine Viljoen, Dir and Chief Curator, La Salle University Art Museum, 1900 W. Olney Ave, Philadelphia, PA 19141. App ddl: 01/05/07.

ENVIRONMENTAL EDUCATION INTERN. Conduct research in an area of interest rel to MCS Farm program. \$750/month plus room and most meals. Req 1 or more yrs undergrad study, interest in teaching children about their environment, valid driver's license. Manhattan Country School Farm, Virginia Scheer, Farm Dir, Manhattan Country School Farm, 3536 New Kingston Rd, Roxbury, NY 12474. Phone: 607-326-7049. E-Mail: mcsfarm@catskill.net. App ddl: 01/02/07.

ENVIRONMENTAL PHONE ACTIVIST. PT. Educate and fundraise w/ members primarily in Chesapeake Region and FL. Req motivation for environmental protection, particularly water rel issues, comfortable talking on the phone and fundraising. Clean Water Action Washington DC, 4455 Connecticut Ave. NW #A300, Washington, DC 20008. Fax: 202-895-0438. Lauren Guite OR Bianca Lipscomb. <http://www.CleanWaterAction.org>.

SPECIAL PROJECTS COORDINATOR. Write mktg/sales ltrs, update and maintain dept databases, produce monthly newsletter and coordinate and execute company sponsored special events/ promotional activities. Req BA/BS (English, Journalism or Mktg pref), excellent computer skills, know Microsoft Word, Excel, Access, and PowerPoint, excellent verbal/ written skills. Resume/ltr/work samples to: HR, Philadelphia Tribune, 520 S. 16th St, Philadelphia, PA 19146. Fax: (215) 735-3612. Email : humanresources@phila-tribune.com.

MUSIC PRODUCER. Req significant Web-based production and mktg skills, strong written and verbal communication skills, attn to detail, knows the difference between AAA music and AAA baseball. Ltr/resume/identifying position by number (#JJ1565) and title, to: NPR: HR Dept; 635 Massachusetts Ave., NW; Washington, DC 20001-3753. Fax: 202-513-3047. E-mail - employment@npr.org.

EDUCATION/EMPLOYMENT PROGRAMS PROGRAM ASSISTANT. Req BA/BS or 2 yrs exp and HS diploma, strong computer skills, type 50 wpm, basic secretarial skills, excellent written and oral communications skills, legal administrative support exp, pref, able to conduct web-based and other research. Resume to humanresources@nwlc.org. HR Dept, NWLC, 11 Dupont Circle, NW, Suite 800, Washington, DC 20036. Betty Thomas. E-Mail: humanresources@nwlc.org. <http://www.nwlc.org/details.cfm?id=2501&ion=Jobs>. App ddl: 02/19/07. No phone calls.

ON-CALL DOMESTIC VIOLENCE VICTIM ADVOCATES. Work as on-call advocates for victims of domestic violence, provide direct services to domestic violence victims through crisis mgmt and safety planning, serve as direct link to community resources to assist victims in maintaining safety and fulfilling immediate social service needs. Phone: 202/879-7828. E-Mail: smoltern@dcsc.gov. <http://www.decadv.org>. App ddl: 02/20/07. Position located in Washington, DC.

FIELD TECHNICIANS. Work will start immediately and last at least two ten-days and possibly longer, weather permitting. \$12.75/hr, \$24 per diem, and lodging will be provided. Resume/CV/3 ref via e-mail. Allison D. Bohn, Archaeological & Historical Consultants, Inc., PO Box 482, Centre Hall, PA

16803. Phone: 800-856-3606 or 814-364-2135. Fax: 814-364-2143. Email: ahc@ahcinc.biz.

INTERN. Be involved in operational development of charity, including web site design, database development, fundraising, web research, preparation of registration forms, etc. Req currently enrolled in fundraising or philanthropy program, interest in healthcare. Ltr/resume to MigraineFund@aol.com. The Migraine and Pain Fund, 909 Third Ave--5th floor, New York, NY 10022. Phone: 646-495-3017. Fax: 646-495-3016. <http://www.migraineandpainfund.org>. App ddl: 01/15/07.

DIRECTOR OF YOUTH MINISTRIES. Resp for Sunday School programs, retreats, youth fellowship and mission projects. Req BA/BS and/or relevant exp, strong communication and administrative skills, and forward thinker who intentionally listens for God's vision and mission. FT and PT inquiries accepted. Ltr/resume to: Youth Ministries Search Committee, C/O Asbury United Methodist Church, 1533 Springhouse Rd, Allentown, PA 18104. www.asburylv.org.

SUMMER INTERNSHIP. Work on projects directed by a Gallery curator or dept head; participate in a bi-weekly museum seminar that introduces them to the broad spectrum of museum work and to Gallery staff, depts, programs, and functions. Pref candidates enrolled in a grad program or recent recipients of MA/MS or to outstanding recent recipients of BA/BS by June 2007. \$4,500 for FT, nine-week internship. Email: intern@nga.gov. Phone: 202/842-6257. Position located in Washington, DC. <http://www.nga.gov/education/interned.htm>. App ddl: 01/11/07.

OUTDOOR/ENV. EDUCATION INSTRUCTOR. Teach Outdoor Education, Environmental Education and Living Hist programs to participants, kindergarten-high school. Horse Care and Riding Instruction a plus. Yr Round Programs Associates: \$260-\$300/ week, housing, food and meals, health insurance, optional subsidized dental insurance, life insurance, and YMCA retirement benefits. Ltr/resume/3 ref to: Leon Pogach, Dir of Environmental Education, YMCA Camp Bernie, 327 Turkey Top Rd, Port Murray, NJ 07865. Phone: (908) 832-5315. Fax (908) 832-9078. Email: lpogach@campberniemyca.org.

OUTDOOR EDUCATION AND RECREATION SPECIALIST. Req BA/BS in education, science/ecology, recreation or rel field. \$250 - \$300/ week plus room and board (\$1000/month benefit). Resumes to: Candace Crane, Camp Speers-Eljabar YMCA, RR #1, Box 89, Dingmans Ferry, PA 18328. 570-828-2329. Fax: 570-828-6210. Email: candace@campspeersymca.org. www.campspeersymca.org.

WEB & PUBLICATIONS MANAGER. Manage GLAD's e-communications; create and edit content for GLAD legal education publications; track web site and e-blast use; act as editor for GLAD's electronic and paper newsletters, write and edit material, oversee production and distribution; work w/ development staff to create and edit content for GLAD mktg materials. Req BA/BS, 3+ yrs exp, exp and strategic approach w/ e-communications and website mgmt; familiar w/ production of print publications, HTML, Dreamweaver, or other web publishing tools, LGBT civil rights and HIV/AIDS issues pref; versatility in tone and writing style for various media, solid analytical skills. Resume/ltr/writing sample to: Carisa Cunningham, Director of Public Affairs and Education, GLAD, 30 Winter St, Suite 800, Boston MA 02108. Email: ccunningham@glad.org. Phone: (617) 426-1350. <http://www.glad.org>. App ddl: 12/31/06. (From 12/01 issue.)

PROJECT COORDINATOR. Assume administrative duties as assigned by Director and Sr Program Associate; process and track invoices and expenses; travel arrangement coordination; daily collection of relevant news stories and update and maintain program's website; synthesize relevant information in writing and produce briefing memos and other substantive memoranda for staff, consultants, and event participants. Req BA/BS, interest in and understanding of criminal justice issues strongly pref, exceptional orgz, communication and people skills, exp w/ word-processing, Microsoft Excel, PowerPoint, and database mgmt, strong research and writing skills desirable. Ltr/resume/3 ref to: Gabrielle Guzzardo, Vera DC, 601 Thirteenth St, N.W., Suite 1150 South, Washington, DC 20005. Fax: 202-347-6047. Email: job.commission.coordinator02@vera.org. App ddl: 12/29/06. No phone calls. (From 12/01 issue.)



ADMINISTRATIVE ASSISTANT. Assist w/ monthly report preparation, research and file in support of public funding endeavors; print and collate employment application materials sent electronically; assist w/ preparation for new hire orientations; run errands to the bank, post office, and local govt offices; and fulfill regular photocopying and filing needs. Req HS diploma (some college pref), 1 yr work exp in office setting, valid driver's license, skill in using MS Office Suite and Internet browsers, strong communication skills, able to uphold strict confidentiality guidelines. Ltr/resume/sal req to: foodandfriends.org. Lucas Ginn, Food & Friends, 219 Riggs Rd, NE, Washington, DC 20011. Fax: (202) 635-4263. App ddl: 01/14/07. (From 12/01 issue.)

DEVELOPMENT ASSOCIATE. Conduct Foundation and Corporate Research and assist w/ Proposals; event coordinator; maintain communication w/ Donors of Designated Funds; research opportunities to increase Individual and Corporate Scholarships; assist w/ writing, editing and production of printed materials. Req 3 yrs of nonprofit or rel biz exp, excellent biz writing and editing skills, Raiser's Edge exp. Ltr/sal hist/resume as attachments to Lorraine Cunningham at cunnilo@rcan.org. Lorraine Cunningham, The Scholarship Fund for Inner-City Children, PO Box 9500, 171 Clifton Ave, Newark, NJ. Email: cunnilo@rcan.org. Fax: (973) 497-4282. App ddl 12/24/06. (From 12/01 issue.)

BOOKKEEPER/ REGISTRAR. Req proficient in Quickbooks and Excel, 3 yrs exp. Resp for A/R, A/P, check processing, general ledger, mgmt of registration, report generation and various other bookkeeping duties, support for building mgmt. \$41,000/FT. Resume/sal req to gstone@brooklynouthchorus.org. Amy Crawford, Brooklyn Youth Chorus, 179 Pacific St, Brooklyn, NY 11201. Email: acrawford@brooklynouthchorus.org. Fax: 718-855-1371. <http://www.brooklynouthchorus.org>. App ddl 01/18/07. (From 12/01 issue.)

INTERNSHIP. Attend coalition meetings and congressional hearings on program and policy issues, develop policy memos and issue briefs, update web resources, disseminate policy activity to state partners and network members, analyze federal policy, research and update information on non-traditional career resources for girls and women. Resume/ltr/writing sample/2 ref to Wider Opportunities for Women, Attn: Intern Search Committee, Wider Opportunities for Women; 1001 Connecticut Ave, NW, Ste 930; Washington, DC, 20036. Fax: 202-464-1660. Email: kfarrar@wowonline.org. Kate Farrar. Phone: 202-464-1596. E-Mail: kfarrar@wowonline.org. <http://www.wowonline.org>. App ddl: 01/25/07. (From 12/01 issue.)

RESEARCH FELLOWSHIPS. Open to university faculty, postdoctoral and independent scholars, and grad students. Areas of research may include women's history, spirituality and health, religious studies, nineteenth-century hist, and journalism. Stipend provided. App/supporting materials to Fellowship Program Coordinator, The Mary Baker Eddy Library, 200 Massachusetts Ave, Boston, MA 02115. 617-450-7204. Email: fellowships@marybakereddylibrary.org. www.marybakereddylibrary.org. App ddl: 02/09/07. (From 12/01 issue.)

INTERN. Req extensive knowledge of - and interest in - pop culture, strong writing skills and work well in a group setting. Ltr/ resume to S. Tia Brown at tbrown@bauerpublishing.com. S. Tia Brown, Englewood Cliffs, NJ 07632. Email: tbrown@bauerpublishing.com. App ddl: 12/31/06. (From 12/01 issue.)

South/Southeast

COORDINATOR FOR E-LEARNING AND RESERVES SERVICES. Develop, implement and manage services for main library; advise instructors on access solutions that meet needs of curriculum w/ flexible array of web-based and portable technologies; conduct research and assessment of teaching methods, student learning, and usability in order to integrate research findings and emerging technologies into development of software and services; co-manage ongoing enhancement of in-house software for organizing and delivering digital content, w/ reserves staff at all Emory University Libraries; establish and grow collaborative relationships w/ internal and external partners to integrate services and software into existing infrastructure; develop and implement promotional and instructional programs and materials. Req MA/MS in library/information sciences or equivalent advanced degree in Instructional Technology or reld field; 2 yrs exp rel to electronic reserves services,

instructional technology, or media digitization; exp in academia, pref in a teaching role; excellent interpersonal skills and strong user-focused service orientation; background in or exp w/instructional technologies and their application in the classroom and social networking. Ltr/resume/3 ref to: Dianne M. Smith, Library HR Officer, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322-2870. Fax: 404/727-0805. E-mail: libln@emory.edu.

LIBRARIAN. Provide library services to customers at youth services desks, assist youth, parents, and caregivers w/ selection of material, develop and present age-appropriate programs for youth, birth through young adult. App to Ms. Donnette Hall, CCPL&IC, 300 Maiden Ln, Fayetteville, NC 28301-5000. <http://www.cumberland.lib.nc.us/countyapp.doc>.

GIS / ENVIRONMENTAL ANALYST. Assist engineers and GIS analysts w/ simple to complex floodplain and stormwater mapping, environmental impact assessment projects, provide GIS analysis, database population and mapping support in accordance w/ federal guides and standards as a member of various water resources and environmental project teams, produce detailed cartographic products for diversity of projects using GIS, CAD, and graphics software applications, manage individual project tasks rel to environmental studies, GIS, database design and mgmt, mapping, data acquisition, and web development, perform environmental sampling, oversee subcontractors and research regulations, assist in managing and maintaining GIS hardware and software as well as environmental field equip, customize GIS software programs for data collection and population, engineering, and environmental applications. Req 2 yrs professional exp, exp w/ ArcView, ArcEditor and ArcInfo, exp w/ other GIS applications, Visual Basic programming and AutoCAD a plus, exp producing high quality digital and hardcopy maps and project graphics, writing project reports rel to energy, windfarm, pipeline and powerplant projects, exp in environmental investigation, monitoring and assessment desired. AMEC Earth & Environmental, Inc, Attn Brandon Pfleckl, 14428 Albemarle Point Pl, Ste 150, Chantilly VA 20151-1753. Email: brandon.pfleckl@amec.com. <http://www.amec.com>.

WORLD PILGRIMS PROJECT COORDINATOR. Provide administrative support to PT project dir and Interfaith Advisory Council; assist in creation of publicity and mktg materials; oversee the production and distribution of materials; assist in establishing and maintaining website; research and prepare grant proposals; oversee budget, work w/ FFI finance office; assist in gathering evaluation materials and preparing final reports on each pilgrimage. Req BA/BS, 3-5 yrs exp, proficiency in office computer skills, knowledge of Adobe and Macromedia software, able to help develop and maintain project website, office administrative and executive support skills, grant-writing exp or able to conduct research and perform writing necessary for successful grant-writing. Resume/ltr to George Brown at gbrown@friendshipforce.org. Friendship Force Intl, 34 Peachtree St, Suite 900, Atlanta, GA 30303. Fax: 404-688-6148. Email: info@friendshipforce.org. <http://www.friendshipforce.org>. App ddl: 01/29/07.

ENVIRONMENTAL EDUCATION SPECIALIST. FT, perm. Develop, promote, and execute environmental education programs and train-the-trainer workshops for teachers, schools, and general public on environmental issues. \$30,417 - \$38,022. Req AA in Biz Administration or closely rel field, 1-2 yrs exp in administration, customer service, facilitator certification for Project WET, Project WILD and Project Learning Tree pref, valid GA driver's license. City of Roswell app/resume to: City of Roswell, HR, Suite 205, 38 Hill St., Roswell, GA 30075. Phone: 770-594-6440. Fax: 770-594-6446. E-mail via jobs@ci.roswell.ga.us. Refer to job code E716. www.roswellgov.com. App ddl: 01/30/07.

ENVIRONMENTAL/SCIENCE EDUCATOR. Teach day and evening programs in beach, forest, and ocean ecology; lead trips to Cumberland Island Natl Seashore and Okefenokee Swamp Natl Wildlife Refuge; trawl inland waters for marine life and assist in maintenance of reptiles, mammals, birds, salt water aquariums and touch tanks; assist in curriculum development. \$600-1000/month plus room/board. Req BA/BS in biology, ecology, or rel field; excellent teaching ability w/ elementary through HS students; 2 yrs exp in residential education programs. Ltr/resume/3 ref to: Casey Stull, Program Dir, Driftwood Education Center, PO Box 20712, St Simons Island, GA 31522. Phone: 912.638.3849. E-Mail: driftwoodee@hotmail.com. App ddl: 01/16/07.



SCHOOL ASSISTANT. Temp, FT. Feb.-July 2007. Assist w/detailed work req to administer ADF School, process applications and organize student accounts, coordinate student mailings and billing stmts, extensive data entry and telephone recruiting. Req attn to detail, able to work well under pressure and friendly and supportive phone manner. Ltr/resume/3 ref to: AMERICAN DANCE FESTIVAL, Box 90772, Durham, NC 27708-0772. Fax: 919-684-5459. Email: school@americandancefestival.org.

CAMPAIGN STAFF. Work w/ media, help build coalitions w/ other organizations and mobilize activists to help us win our campaigns. \$400-\$600/week. Req excellent communication skills, commitment to positive social change. Call Isaac at 404-892-3403. Jobs That Matter, 44 Winter St, Boston, MA 02108. <http://www.fundcareers.org>. App ddl: 02/03/07. Position located in Atlanta, GA.

GIS Technician. Perform variety of technical skills in development and maintenance of lands records' data system utilizing computerized Geographic Information System (GIS) software; maintain county GIS data; direct and approve land record changes received from County Register of Deeds Office and Clerk of Court; assist city, county and general public in matters pertaining to land records and mapping functions. Req AA in drafting, engineering, or rel field w/specialized mapping courses and rel GIS mapping exp, equivalent combination of education and exp, exp w/ESRI's ArcGIS software pref. Wilson County app/resume to: Employment Security Commission, 302 Tarboro St, West, Wilson, NC 27893. Phone: (252) 234-1129. <http://www.wilson-co.com/jobs.html>.

ELEPHANT KEEPER. Provide healthy, attractive environment for animals in specified area, all aspects of daily animal husbandry, exhibit maintenance, observation, enrichment, and encouragement of public interest in the animals. Req BA/BS in zoology, biology or rel field (or equivalent combination of education and exp), 2 yrs exp in exotic animal care, excellent communication skills, pref significant exp w/ operant conditioning, 1-2 yrs exp working in a protected contact environment w/ elephants a plus. HR, Memphis Zoo, 2000 Prentiss Place, Memphis, TN 38112. Ltr/resume/3 ref/sal hist/expectations to app. Walk-in interviews, phone calls, and email are not accepted. www.memphiszoo.org.

ARCHAEOLOGY TECHNICIAN II. Resp for Phase I surveys, one in AK for 2 weeks and one in LA for 4 weeks; assist w/artifact processing and curation in MACTEC's Knoxville facilities. Req BA/BS in Archaeology, Anthropology or rel degree, 1+ yrs exp in archaeological field investigations, must pass drug test, background check, and pre-employment physical, valid driver's license in accordance w/ Company's driving (MVR) policy. Brad Parish, HR, MACTEC Engineering and Consulting, Inc, 1431 Centerpoint Blvd, Suite 150, Knoxville, TN 37932. Phone: 865-694-2999. Fax: 865-531-8226. Email: beparish@mactec.com. <http://www.MACTEC.com/careers> or <http://www.mactec.com/careers/jobsearch/detail.aspx?id=1914>

ENVIRONMENTAL EDUCATOR AND CHALLENGE COURSE FACILITATOR. Begin 02/21/07. Req BA/BS in environmental studies, natural resources, outdoor recreation, biological or earth science, education, or rel fields; exp working w/ youth in outdoor setting; good orgz, interpersonal, and facilitation skills. \$275/week; Room and Board provided; Meals provided seven days a week; Medical coverage-liability; limited sickness and accident insurance; Workman's Compensation. Resume/ref/ltr to: Dawn Brut, Environmental Education Coordinator, Don Lee Center, 315 Camp Don Lee Rd, Arapahoe, NC 28510. Fax: 252-249-0497. Email: dawn@donleecenter.org. www.donleecenter.org.

ASSISTANT PROFESSOR IN PUBLIC HISTORY/MUSEUM STUDIES. Tenure-track. Begin 08/16/07. Teach grad courses within Museum Studies component of dept's Public Hist Program, undergrad and grad courses in areas of expertise, work closely w/ McKissick Museum and co-direct interdisciplinary certificate program in Museum Mgmt. Req PhD, strong research agenda, professional museum exp desirable, exp w/ new media. Ltr/CV/transcripts/sample of published or unpublished work, including public hist projects/3 ltrs of rec to Robert Weyeneth, Chair, Public Hist Search Committee, Dept of Hist, University of South Carolina, Columbia, SC 29208.

ENVIRONMENTAL SCIENCE EDUCATOR. Teach research-based

environmental education classes for students in grades K-8, work w/youth grades 4th-6th. Req BA/BS in Biology, Education, Environmental Science, Recreation, or rel field .exp working w/ youth, leadership skills, creativity, energetic, and current First Aid/CPR certification, current Red Cross or YMCA Lifeguard certification, pref. University of Tennessee--William P. Ridley 4-H Center, Terri L. Quillin, 850 Lion Pkwy, Columbia, TN 38401. Phone: 931-388-4011. E-Mail: tlquillin@utk.edu. App ddl: 02/09/07.

PUBLIC ADMINISTRATION SPECIALIST. Req BA/BS in planning, public administration, political science, and/or in rel field, plus exp; background in physical planning and/or administration; PR; communications coordination; mktg; workforce development; econ development; community development; and mgmt. Resume to: MRPDC, 1021 Terrace Dr, Marion, VA 24354. Email: staff@mrpdc.org. Phone: 276-783-5103.

SUMMER INTERNSHIP. 10 week summer internship in middle and high school ministry. Req out of HS 2 yrs. Third Presbyterian Church, 600 Forest Ave, Richmond, VA 23229. 804-282-4645. Email: abbys@thirdpres.org. www.thirdpres.org.

COPS REPORTER. Jump on breaking news and develop great sources. Able to beat the competition online as well as in print and will embrace opportunities and challenges inherent in constantly evolving Web site. Resume/clips to Todd Pratt, Naples Daily News, 9102 Bonita Beach Rd, Bonita Springs, FL 34135.

CURATOR OF EDUCATION. Oversee all areas of Education Dept of Museum; develop projects for area elementary and secondary schools; special programs for College students, interest groups and for general public; oversee the Docent and MUSE program (Museum University Student Exchange); work closely w/ other Museum depts. Ltr/resume/list of ref to Aaron De Groft, Dir, Muscarelle Museum of Art, College of William and Mary, PO Box 8795, Williamsburg, VA 23187-8795. Email: adegroft@wm.edu. www.wm.edu/muscarelle.

MULTIMEDIA INTERNSHIP. Req multicultural, FT students, majoring in journalism or mass communications at college or university in FL, cumulative 2.5 GPA, write 300-word, double-spaced autobiographical essay explaining why they want to pursue a career in journalism and provide a standard resume, references and clips or examples of relevant classroom work. Resume/autobiographical essay/other pertinent information to: FSNE Scholarship Committee, Pat Yack, Editor, The Florida Times-Union, 1 Riverside Ave., Jacksonville, FL 32202. Email: pat.yack@jacksonville.com. App ddl: 05/01/07.

REPORTER. Be involved in all aspects of biz, from covering city and county govt to police beats to good ole human-interest stories; layout and design pages; have input in editorial content of newspaper. Req BA/BS in journalism, previous newspaper exp. Clips/resume to mdann@dailyleader.com. Reporter Search, The Daily Leader, and PO Box 551, Brookhaven, MS 39602.

GIS TECHNICIAN. Field and office computer work to develop GIS for water utility. Req AA in digital mapping, BA/BS pref, GPS, AutoCad, and/or exp in working w/ computer systems desirable. \$40-60,000/yr. Earl Sanders, Greenville Water System, 407 W Broad St, Greenville, SC 29601. 864-241-6100.

FIELD TECHNICIANS. Resp for Phase I reconnaissance surveys to Phase III mitigation. \$10-14/hr. Req BA/BS in anthropology/archaeology or rel field, field school or equivalent exp, pass a drug test prior to employment. CV/3 ref to Ryan Peterson. Email: ryan.peterson@amec.com. Fax: 317-713-1710 (Attn: Ryan). Positions located in KY.

SPRING AND SUMMER INTERNSHIPS. Work hands on w/ collections, catalog and research objects. \$500 to \$1000 stipend depending on hrs. worked. Resume/ltr by email to christa@mariettahistory.org. Christa McCay, Registrar, Marietta Museum of Hist, 1 Depot St, Suite 200, Marietta, GA 30060. App ddl: 01/14/07 by 4:00p.m. www.mariettahistory.org.

Midwest



STAGE MANAGEMENT INTERNSHIP. Work w/ AEA stage managers in preparing for and running rehearsals and performances and may have opportunity to stage manage an Outreach Touring show as well as other projects. Req knowledge of SM techniques, rehearsal and performance processes, computer literate. Ltr/resume/2 refs to: Jenifer Morrow, Production Stage Manager, CINCINNATI PLAYHOUSE IN THE PARK, P.O. Box 6537, Cincinnati, OH 45206-0537. Email: jenifer.morrow@cincyplay.com.

NATURALIST INTERN. Work closely w/ Naturalist Interns to enhance knowledge of interpretation, parks and natural resources, conduct interpretive programs, create displays, work w/ educational animals, assist w/ facility and wildlife mgmt. Req enrolled in natural resources or education degree program or recent grad. \$10.00/hr. Licking Park District, Rich Niccum, PO Box 590, Granville, OH 43023. Phone: (740) 323-0520. E-Mail: rich@lickingparkdistrict.com. App ddl: 02/02/07.

COORDINATOR OF SPECIAL EVENTS. Report to Dir of Mktg & Special Events and work w/ Manager of Special Events in mgmt and production of special events; manage numerous projects and maintain keen knowledge of each projects critical activities, database systems, event revenue and expense budgets for all internal and external events and prepare monthly revenue/expense reports and specific event revenue/expense reports; insure proper financial coding and tracking, work w/ Development and Finance Dept to balance expenses and revenues generated from events; develop and maintain strong working relationship w/ external publics involved in agency sponsored events and agency internal depts. Req BA/BS, proficient w/ MS Office products and databases, understanding of special events' planning, implementation and mgmt, excellent interpersonal and oral communication skills, able to follow oral and written instructions. Ltr/resume to jobs@mercyhome.org. Mercy Home for Boys & Girls, HR Dept, 1140 W. Jackson, Chicago, IL 60607. Fax: 312-738-9981; Attn: HR. App ddl: 02/03/07.

EXERCISE SCIENCE FACULTY. Direct and teach in Physical Education P-12 certification program for dept, supervise student teaching for students completing program, teach courses in dept's recreation and leisure program. Req PhD in Physical Education or Education, Curriculum, and Instruction, public school teacher certification, 3 yrs P-12 teaching exp in Physical Education, able to lead program through MI Dept of Education, NASPE, and NCATE in periodic program reviews, background in recreation and leisure course work and/or teaching, college or university teaching exp pref. CV/ltr/describing exp as a Christian and personal commitment to Christian higher education and the integration of faith, learning and living to: Office of Academic Affairs, Spring Arbor University, 106 E. Main St, Spring Arbor, MI 49283. (517) 750-6356. Review of app will begin immediately and will be accepted until position is filled.

GRASSROOTS ORGANIZER. Assist in developing and implementing PPKM's portion of statewide grassroots and legislative organizing plan; conduct grassroots pro-choice and pro-Planned Parenthood organizing; recruit, train and mobilize volunteers to carry out PPKM's grassroots organizing plan; assist w/ education and mobilization of PPKM clients; coordinate and implement Planned Parenthood sponsored lobby days, legislative activities, rallies, and media events; interact w/ pro-choice coalitions and other pro-choice organizations to implement pro-choice strategies. Req BA/BS; exp organizing/advocacy work or rel area; excellent written and verbal communication skills; computer, database, Internet and software skills and exp. Resume to: Planned Parenthood of Kansas & Mid-Missouri, 4401 W. 109th St, Overland Park, KS 66211. Fax: (913) 312-3170. Phone: (913) 312-5100. E-mail: ppkm.hr@ppkm.org. <http://www.ppkm.org>. App ddl: 02/25/07.

CURATOR OF HERPETOLOGY. Develop and manage reptile and amphibian collections and small fish collection, oversee operation of zoo commissary, supervise and schedule staff, assist w/ development of interpretive graphics, husbandry and breeding programs, development and participation in appropriate research projects, instruct in university level animal mgmt course. \$39,305 - \$41,918. Req BA/BS, exp in care and mgmt of large variety of reptiles and amphibians in a zoological institution, personnel mgmt skills essential. Ltr/resume to James H. Marlett, Asst Zoo Dir, Sedgwick County Zoo, 5555 Zoo Blvd., Wichita, KS 67212-1628.

CURATOR OF EDUCATION. Plan, develop, implement and oversee all aspects of museum educational programs; develop comprehensive school programs w/ local and regional schools (pre-school through university level); establish and manage docent program; recruit and train docents and other volunteers; develop programs for general public; create gallery didactics and resources for different age groups; cultivate strong partnerships w/ other community institutions; and grant writing for educational programs. Req strong interpersonal and communication skills, appropriate museum education and experience, excellent orgz skills, able to multi-task, strong leadership skills and exp working w/ volunteers. Resume/CV/ltr/3 ref to: Pat Knee, Biz Manager, Minnesota Marine Art Museum, 800 Riverview Dr, Winona, MN 55987. Materials may be sent via e-mail to: pknee@minnesotamarineart.org or faxed to (507) 474.6625. www.minnesotamarineartmuseum.org. App ddl: 12/30/06.

WRITER. FT. Magz exp a plus, but intelligence, creativity and passion for written word trumps all. Ltr/resume/3 clips to: I Am A Writer 5420 Beckley Rd, Suite 244 Battle Creek, MI 49015. Email: writtenword5420@yahoo.com.

PAGE DESIGNER. Req strong design skills, eye for detail, time-mgmt skills, BA/BS, exp in design, significant newspaper design exp; Macintosh and InDesign skills; knowledge of Photoshop, Freehand and copy editing a plus. Ltr/resume/tightly-edited portfolio to: Marty O'Mara, News Editor, The Courier News, P.O. Box 531, Elgin, IL 60121. E-mail: momara@scn1.com.

INTERPRETIVE NATURALIST. FT, perm. Lead instructor of interpretive programs and activities for schools and public through on-site and off-site programming.; develop and maintain displays and other exhibits and signage; assist w/ publications and production; resp for creating and designing bi-monthly newsletter, maintaining and renewing salvage and possession permit; coordinate press releases, establish and maintain media contacts and represent sanctuary at informational booths and other community events; maintain animal care program, including exhibit animals and bird feeding stations. \$20,000 - \$25,000/yr. Martha Lafite Thompson Nature Sanctuary, Carla Fairbanks, 407 N. Lafrenz Rd, Liberty, MO 64068. Phone: 816-781-8598. E-Mail: carla@naturesanctuary.com. App ddl: 12/31/06. (From 12/01 issue.)

West/Southwest

PROGRAM COORDINATOR. Respond to domestic violence crisis calls and emails; teach Break the Cycle's domestic violence prevention curriculum and conducting other education and outreach efforts; serve as primary contact w/community members; coordinate education and outreach schedule of presentations; conduct research on domestic violence- and youth-rel issues; assist w/ developing program materials for volunteers, clients and community members; participate in program data tracking and evaluation; design and oversee program and office orgz systems. Req bilingual in Spanish and English strongly pref, strong written and verbal communication, orgz skills, proficiency in Microsoft Word, Access and Excel, car and valid driver's license and insurance. Ltr/resume to: Program Coordinator Search, Break the Cycle, 5200 W. Century Blvd., Suite 300, Los Angeles, CA 90045. Fax: 310.286.3386. Email: jobs@breakthecycle.org. www.breakthecycle.org. App ddl: 02/25/07.

PUBLICITY ASSISTANT. FT. Maintain database of media contacts using FileMaker Pro; monitor and log coverage as it runs; research and develop genre-specific press contact lists; coordinate and execute project mailings and one-offs to various media outlets; sort, copy, distribute and file all clippings on Shout! Factory from clipping service, newspapers, and other sources; organize and execute announcement email blasts to media contacts; assist w/ publicity dept projects, special events set up by dept; provide general day-to-day administrative support to Sr. Dir of Media Relations and publicity staff. Req knowledge of FileMaker Pro, proficient w/ Microsoft Office programs, exp w/ mail merges and Lexis-Nexis a plus, prior publicity or administrative assistant exp pref. Ltr/resumes to Shout! Factory, 2042-A Armacost Ave, Los Angeles CA 90025. No phone calls.

EXECUTIVE ASSISTANT. Resp for all aspects of managing busy executive's desk, from intl travel coordination to setting up rounds of senior level meetings, ordering and getting lunch, reminding her of important meetings, and keeping her on track are vital to our companies success. Req orgz, interpersonal skills, able to network within company reaching to NY and



other offices, 2 – 6 yrs exp in similar corporate role, supporting similar level, advanced knowledge of MS Office (Word, Excel, PowerPoint), written and oral communication skills, able to multi-task and prioritize assignments, attn to detail for working w/ multiple (intl) offices. Neopets, 450 N. Brand Blvd. 2nd Floor, Glendale, CA 91203. www.Viacom.com.

EXECUTIVE ASSISTANT. Req BA/BS, live in greater Los Angeles area, prior entertainment or talent agency exp, excellent interpersonal skills, strong administrative background, excellent ability to multi-task, extremely detail oriented. William Morris Agency Recruiting via: William Morris Agency, 1 William Morris Place, Beverly Hills, CA 90212. Fax: (310) 859-4205.

YOUTH MINISTER. Develop trusting pastoral relationships w/ youth and initiate/coordinate effective programs, in cooperation with clergy and lay volunteers. Req ordained, youth diploma/certificate grad or exp candidates to apply. Christ Church Midland, 10 Desta Dr., Suite 170LL, Midland, TX 79707. Phone: 432 683 9292. Alternate: 432 288 3440. Email: [jhartzter@christchurchmidland.org](mailto:jhartzer@christchurchmidland.org). www.christchurchmidland.org.

CITY PLANNER. Perform highly skilled professional planning & development work for current and long range planning tasks rel to development and implementation of land use, econ and other rel municipal plans and development policies. \$4,012 - \$4,700/MO. Req BA/BS in Planning, Geography, or rel field; 1-2 yrs rel exp and/or training; or equivalent combination of education and exp; excellent customer service, communication and orgz skills, fully versed in municipal service setting, exp in complex, multi-dept organization desired, exp/knowledge using current computer-based software systems, valid WA State driver's license, current CPR and First Aid certification or be able to obtain within six months of hire. City Administrator, City of Buckley, PO Box 1960, 933 Main St, Buckley, WA 98321. Phone: 360-829-1921. Fax: 360-829-2659. Email: cityofbuckley@cityofbuckley.com. cityofbuckley.com. App ddl: 01/12/07.

TEACHER NATURALIST. Schedule and conduct environmental education programs for school children; develop curriculum, activities and exhibits; provide programs for groups w/ special needs; assist w/community program development, implementation; develop interpretive materials for self-guided nature tours; assist in camp planning and implementation, planning and organization of special events, land mgmt tasks. \$10,600 for 1,700 hrs of service. \$4,725 education award upon completion of service. Req BA/BS in science or teaching; articulate; excellent written skills; computer proficient (Word, Excel, email); US citizenship or lawful permanent residency; valid driver's license. Resume/tr/3 ref to Ogden Nature Center, April Phillips, 966 W. 12th St, Ogden, UT 84404. Phone: (801) 621-7595. E-Mail: aphillips@ogdennaturecenter.org. App ddl: 01/08/07.

PARALEGAL. Provide professional paralegal and some administrative support to VP and Associate General Counsel of Los Angeles office, prepare legal documents, perform legal research and variety of complex and routine duties req knowledge and understanding of legal work in area of entertainment law w/emphasis on feature films. Req BS/BA or paralegal certification, recent law school grad a plus, 2-5 years paralegal or other comparable legal exp w/2 yrs in entertainment law, advance skills in Microsoft Word, Excel POC Docs and database applications, legal research skills including proficiency in use of Lexis, Westlaw, legal texts and entertainment rel databases. Natl Geographic Society, 1145 17th St NW, Washington, DC 20036.

RECEPTIONIST. FT. Answer phones, greet clients, maintain common office areas, and manage all aspects of shipping dept, client files, and contact database. Req proficient in Outlook, Word and Excel, interpersonal skills, excellent phone manner and front desk presence, written and verbal communication skills, personal transportation, some college and office exp pref, computer savvy a plus. Ltr/resume to Global Icons, 12400 Wilshire Blvd. Ste 1400, Los Angeles, CA 90025.

ART ASSISTANT. FT. Provide support to Art Dirs for bimonthly AAA member magz, research photos, work w/ stock agencies and PR pros, secure products for photo shoots, log in and file incoming art, facilitate art returns, prepare content for magz websites, assist w/shipping process, and layout design. Req BA/BS, 1-3 yrs rel exp (magz exp a plus), proficiency in QuarkXPress, familiar w/ PhotoShop and Illustrator (Macintosh), project mgmt,

interpersonal skills. Elisabeth Mendez, 3333 Fairview Rd, A152, Costa Mesa, CA 90638. Email: Mendez.Elisabeth@aaa-calif.com. www.aaa/careers.com.

NATURALIST INTERN. Lead daily natural hist hikes and tours and participate in research or environmental education project. \$1000/mo. + housing. Req BA/BS in botany or forest ecology (plus marine or intertidal biology for Peterson Bay) w/ field courses pref; exp teaching or interpretation, good physical condition. Center for Alaskan Coastal Studies, Bree Murphy, P.O. Box 2225, Homer, AK 99603. Phone: 907-235-6667. E-Mail: jobs@akcoastalstudies.org. App ddl: 02/16/07.

MUSEUM CURATOR. \$37,470.58 - \$44,399.89/yr. Req MA/MS in Hist, American Studies, Material Culture, or rel field and 2 yrs exp in hist-rel museum; or BA/BS, 5 yrs exp in hist- rel museum; extensive knowledge of museum curatorial practices and research exp; exp in grant research and writing pref. City of Farmington, HR, 800 Municipal Dr, Farmington, NM 87401. 505-599-1132. Email: personnel@fimt.org. www.farmington.nm.us. App ddl: 01/05/07.

FIELD ORGANIZER. Identify and mobilize volunteers on issue and electoral campaigns, train volunteers to become community coordinators, conduct outreach to media, develop coalitions and network the district around key issues, fundraise to support campaign operations. Req leadership skills and drive, orgz skills, able to work w/ and motivate wide range of people, able to tell compelling story, exp in political work, building and leading groups, and recruiting and training volunteers. E-mail: Isabelle: jobs@grassrootscampaigns.com. E-mail: Ruth: jobs@grassrootscampaigns.com. Grassroots Campaigns, Inc, 59 Temple Place, Suite 402, Boston, MA 02111. <http://www.grassrootscampaigns.com/jobs.php>. Position located in Portland, OR.

HOUSING AND GRANTS TECHNICIAN. Write and implement variety of community development grants, help communities secure resources for projects and programs, and provide assistance in managing grants for housing, community services, infrastructure, and more. Req excellent written, orgz, and graphic communication skills; strong research capabilities; effectively present data; prepare staff reports, grant app, and federally required reports; proficiency in Microsoft Word, Excel, and PowerPoint; familiar w/ Community Development Block Grant program, HOME program, or other federal community development programs a plus. Ltr/resume/sal expectations/relevant work samples to: careers@pacificmunicipal.com. PMC, 10461 Old Placerville # 110, Sacramento, CA 95827. www.careers@pacificmunicipal.com.

HOSPITALITY COORDINATOR. Manage and guide Hospitality Ministry, coordinate, delegate and work w/ Administrative Assistant, maintain Hospitality budget and coordinate supplies, identify, train, and oversee captains and teams through meetings and appreciation, etc, assist captains in recruiting and appreciation, create and update Ministry Position Descriptions, follow up w/ referrals three times a yr prior/after Connection Pointe or as needed, coordinate and recruit volunteers and staff for special services, work w/ Worship and Arts (Order of Service) and Communication ministry as needed. Req good equipping, leading, team building skills, good orgz skills, hospitality, membership of Bent Tree Bible Fellowship, BA/BS pref. \$15-\$17, 000. Resume to: Kay Lyons, Bent Tree Bible Fellowship, 4141 Intl Pkwy, Carrollton, TX 75007.

ART ASSISTANT. FT. Research photos (work w/ stock agencies and PR professionals), secure products for photo shoots, log in and file incoming art, facilitate art returns, prepare content for magz websites, assist w/shipping process, and layout design. Req BA/BS, 1-3 yrs rel exp (magz exp a plus), proficiency in QuarkXPress, familiar w/ PhotoShop and Illustrator (Macintosh), strong project mgmt skills, interpersonal skills. Apply at www.aaa/careers.com. Position located in Costa Mesa, CA.

ASSISTANT REGISTRAR. FT. Resp for active exhibition program of LACMA-organized exhibitions and tours, rented exhibitions and permanent collection exhibitions. Req BA/BS, 1 yr employment in registrar's office, exp handling packing and shipping arrangements for domestic and intl loans, condition reporting, review of loan contracts and insurance documents and budgeting, interest in museum registration pref, exp w/ computerized



collections mgmt system desirable. Resume/ltr to: Renee Montgomery, Asst Dir, Collections Mgmt and Information. Phone: 323 857-6059. Fax: 323 857-6213. Email: reneem@lacma.org. Position located in Los Angeles, CA.

MEDIEVAL BRITISH LITERATURE AND LANGUAGE FACULTY. FT. Teach four courses per semester including general education, composition, survey courses, upper-division seminars in area of expertise. Req PhD, strong commitment to teaching and scholarship, exp w/traditional and adult learners pref. Azusa Pacific University app/CV/essay regarding all 4 faith topics as outlined on app to: Michael M. Whyte, PhD, Provost, Azusa Pacific University, PO Box 7000, Azusa, CA 91702-7000. Phone: (626) 812-3087. Fax: (626) 334-5766. <http://www.apu.edu/provost/employment/apply/>.

BUILDING PERMIT CLERK. Req HS grad or GED, 2 yrs office exp w/heavy public contact, word processing or typing skills, able to perform basic math calculations, exp collecting fees and construction terminology helpful, able to speak clearly and deal courteously w/ public, pass polygraph exam. \$2,289 - \$3,204/mo. App to: City of Grapevine Personnel Dept., 200 S. Main St, P.O. Box 95104, Grapevine, TX 76099. www.ci.grapevine.tx.us

PAGE DESIGNER. Looking for copy editor w/ strong design skills. Exp a plus, but recent grad or people wanting to branch out from daily newspapers will be considered also. Resume/work samples to Executive Editor Linda Green, PO Box 31, Visalia, CA 93279. Email: llgreen@gannett.com.

EDUCATION INTERN. Learning opportunities include: curriculum design, variety of teaching exp, special event planning, small animal care and handling. Req 18 yrs or older, sophomore or higher classification, GPA must be 2.5 or higher, negative TB Test. Ltr/resume to: Scott Maddox, Asst Dir, Caldwell Zoo, PO Box 4785 Tyler, TX 75712. 903-593-0121. Email: smaddox@caldwellzoo.org.

CHEETAH INTERN. FT. Assist in all aspects of care, perform difficult physical work. Req 2 yrs of BA/BS program in biology, animals behavior, zoology, or other rel field, good communication skills, orgz. Ltr/specify which block(s) (Spring, Summer, and Fall) applying for/resume to: Wildlife Safari Cheetah Internship PO Box 1600 Winston, OR 97496. Email: jubatus@gmail.com. Phone: (541) 679-6761 ext. 216. Send app 3 months before block for which you are applying.

ASTROCAMP INSTRUCTOR. Begin 01/02/07 and end 06/02/07. Req BA/BS, pref in the sciences, teaching exp a plus, First Aid and CPR Certification and lifeguard certification helpful. \$55/day plus room & board. Health Insurance after 6 months. Resume/ref list/ltr to Mike Dobson at mdobson@guidediscoveries.org. PO Box 3399, Idyllwild, CA 92549. <http://www.astrocamp.org/>.

EXHIBITION CURATOR. Develop and oversee all exhibition programs, work closely w/ dir, board of trustees, and development dir on funding exhibitions. \$45,000.00 - \$55,000.00. Req BA/BS in American art hist, prior museum curatorial exp, excellent writing, presentation, communication, orgz, and computer skills. Ltrs/resume to director@lagunaartmuseum.org. Laguna Art Museum, 307 Cliff Dr, Laguna Beach, CA 92651.

MEMBERSHIP ASSISTANT. Resp for data entry, database maintenance and troubleshooting of member tracking software; organization and maintenance of paper and electronic files of individual members/prospects, member correspondence and acknowledgements; researching ways to expand membership base and improve membership services. Req strong background in Political Science, exp researching political issues, solid knowledge of current events, strong written and oral communication skills. Ltr/resume/3 ref to jobs@vote-smart.org. Indicate position for which you are applying. Project Vote Smart, Jeremy Clemens, One Common Ground, Philipsburg, MT 59858. Fax: (406)859-8680. <http://www.vote-smart.org>. App ddl: 01/01/07. (From 12/01 issue.)

DEVELOPMENT ASSOCIATE. Engage members in conversation about recent RAN activities and encourage engagement; convert current members

into monthly donors and solicit addl support; re-engage lapsed donors; update member records in Raiser's Edge database. Req able to communicate clearly and accurately over the telephone; Microsoft office and database skills pref; exp w/ telemktg/fundraising a plus. Résumé/ltr to: HR, Rainforest Action Network, 221 Pine St., Suite 500, SF, CA 94104. Fax: 415/398.2732. E-mail: resumes@ran.org. <http://www.ran.org>. App ddl: 12/31/06. No phone calls. (From 12/01 issue.)

ADMINISTRATIVE ASSISTANT. FT. Req strong orgz and communication skills, Mac literate, possess advanced computer skills, able to perform complex data entry into client relationship mgmt database. Resume/ltr to (505) 986-1644. Patty Nagle, Collective Heritage Institute/Bioneers, 6 Cerro Circle, Lamy, NM 87540. Fax: 505-986-1644. Email: info@bioneers.org. <http://www.bioneers.org/>. App ddl: 01/15/07. (From 12/01 issue.)

SPRING ENVIRONMENTAL EDUCATION INTERN. Plan and implement hands-on nature discovery activities for Wild Bear After School Program office support, grant research, mktg, and support for community events. Resume/ltr/3 ref to erynn@wildbear.org. \$100/mo stipend for travel expenses. Wild Bear Center for Nature Discovery, Erynn Simone, P.O. Box 896, Nederland, CO 80466. Phone: 303-258-7092 ext.242. E-Mail: breathing-fresh-air@hotmail.com. App ddl: 12/31/06. (From 12/01 issue.)

Multi-Regional/International/Freelance

CURATOR OF COLLECTIONS. Resp for collections mgmt including research, documentation, development, implementation, budget development and administration; exhibitions program including research, documentation, development, implementation, budget development and administration; supervise/train staff, contract/grant staff and volunteers assisting w/ collections mgmt and the exhibition program; prepare regular reports on collection mgmt, preservation, conservation, exhibit and research; at two museum sites. Req BA/BS in Museum Studies or equivalent, rel exp a plus, interpersonal skills, computer literate. Resume to: Mary J. Smith, Museum Manager, 948 3rd Ave. West, Owen Sound, Ontario, N4K 4P6. Fax: 1 - 519 - 371 - 5310. App ddl: 4:30 pm, 12/21/06.

DESIGNER. Collaborate w/ Lead Designer and design team to develop core concepts, game systems, and game content; contribute to evolution of game design from initial documentation through testing; conceptualize, create and maintain detailed game design documentation throughout project cycle; evolve ideas w/ team, explain concepts in complete detail, ensure that the design vision adapts to and survives the development process; create and implement superior game-play levels, encounters and exp; make and communicate practical design compromises; develop and implement positive changes to game based on feedback from QA, Consumer Insights, senior staff members, and others; balance and adjust game-play exp; provide timely updates and documented closes to bug database; actively resolve priority bugs and implement tuning and polish. Req BA/BS in rel field or equivalent training, 2-3+ yrs professional exp building game content and/or systems, excellent creativity and demonstrated ability to generate innovative concepts, mechanics, and ideas, understanding of major elements of game design, rel technical skills, excellent written and verbal communication skills, exp as Level Designer or Designer pref. Lucasfilm Animation Company Singapore B.V., Attn: Recruiting, Tampines Central Post Office, PO Box 178, Singapore 915206.

ENGLISH TEACHER. Conduct classroom lessons according to WSE syllabus and methodology, provide high quality professional teaching, help students reach level of English established in learning objective, provide advice and assistance to students, prepare new materials. Req BA/BS, native English speaker RSA/Trinity Certificate in TEFL or equivalent, TEFL exp pref. Wall Street English(China), HR, recruiter, Shanghai, Shanghai, 200121 - China. Telephone: 86-021-38804666. Fax: 86-021-50470629. <http://www.wsi.com.cn>. App ddl: 04/10/07.

ENGLISH TEACHER. Req BA/BS, native English speaker from UK, US, Australia, Canada, New Zealand or South Africa, teaching qualifications pref. Recent photo/pref for place of work, hrs, etc./resume. We at People Recruit, Winny, consultant, #1205, Halla Sigma Tower, 858-23, Beom Cheon-dong, Busanjin-gu, Busan, 614-020 - South Korea. Phone: 82-51-644-8906. Fax: 82-



51-644-8907. <http://peoplerecruit.com>.

TEFL TEACHER. Teach children aged 3 to 15 and adults including company classes. Req BA/BS, intl driver's license. CV/ltr. English For You, Mrs. Toshiko Kadosawa, Owner/Manager, 165 Ninomiya, Ninomiya-machi, Kanagawa-ken, 259-0123 – Japan. Phone: 81-(0)463-72-0975. Fax: 81-(0)463-72-3276. <http://www.e-4u.co.jp>. App ddl: 02/10/07.

EFL TEACHER. Teach general English to children, adolescents and adults. Req BA/BS, PGCE, CELTA or TESOL. EIS - English Institute, Kim Rees, Dir, Setúbal, Av. 22 de Dezembro n° 88, Setúbal, 2900 – Portugal. Phone: 00351265234101 – 00351265552493. Fax: 00351265552493.

ENGLISH TEACHER. Teach in French-speaking part of Belgium. Req BS/BA in English or any other language, Biz or Social studies, native English speaker, TEFL. Mrs Christiane Maillart, Director of Studies, Pro Linguis, Campus Pro Linguis, Thiaumont/Attert, Luxembourg, 6717 – Belgium. Telephone: 003263220462. Fax: 003263220688. Email: maillartpeter@yahoo.fr. <http://www.prolinguis.be>. App ddl: 03/15/07. (From 12/01 issue.)

Good luck!

Next issue: Jan. 5, 2007

