



Northeastern University *Center of Community Service*

February 2010 E-Newsletter

Greetings!

Now's the time to have a heart, give a heart, and help serve the community we call home while at Northeastern. Now that the busyness of the first month of a new semester has hopefully calmed, it is a great time to get involved outside the University in something with a purpose. If you have been previously volunteering, we hope you continue your service and realize the full (and great!) impact you have. Please enjoy reading the opportunities listed below, and make sure to see our website for more information and the PDF of this Newsletter.

www.northeastern.edu/communityservice

Thank you!

From the Center of Community Service:

Husky Volunteer Team

Spots still available!

Registrations are still being accepted for the Husky Volunteer Teams! Are you looking for a way to get involved in the local neighborhoods around Northeastern? Do you want to volunteer, but can't commit a lot of time? Do you want to see the difference of your efforts of service over time? Join the Husky Volunteer Team! These teams of students volunteer consistently at one service site through the duration of the semester to really grasp their impact on the organization over time. Activities range from tutoring Boston's youth to meal prep in afterschool programs and soup kitchens and more. Submit the application ASAP to be placed in one of your top choice sites! They can be found in our office, 172 Curry, or on our website www.northeastern.edu/communityservice.

Community-Based Work-Study

Interested in completing your work-study hours with a nonprofit organization?

Log onto the Student Employment website (<http://studentemployment.neu.edu>) and search job category "community service" for over 50 different service-related jobs! Available jobs include tutoring and mentoring youth, serving with service-focused student organizations, assisting with

event planning and volunteer management, and providing office support to local nonprofit organizations.

This is a great opportunity to earn your work-study award while completing community service and giving back to our nonprofit partners!

Questions? Already volunteering at nonprofit and want to use it for work-study? Contact us!

Center of Community Service

Sara Hamilton – Assistant Director and Program Coordinator

172 Curry * 617-373-7479 * s.hamilton@neu.edu

Service-Learning:

Northeastern Students4Giving Announces Grant Opportunities!

Funding Available for **Programs Supporting Families at Risk** in *Mission Hill, Fenway, Roxbury, & the South End.*

Northeastern Students4Giving (NS4G) is a collaborative effort among Northeastern University students committed to making a positive and lasting impact in the communities where we live and learn. We make small grants to community-based non-profit organizations that address critical economic and social challenges facing the Boston neighborhoods of Mission Hill, Fenway, Roxbury, and the South End. Through our grant-making, we hope to strengthen the relationship between the student body of Northeastern University, our grantees, and the communities they serve.

Our funding priority for the 2010 funding cycle is families at risk due to financial insecurity. We will favor proposals for grants in the range of \$1,000 to \$4,000 that demonstrate how a small infusion of cash can make a meaningful difference in efforts to support low-income families with dependents in our target communities. Applicants must be registered 501(c)3 non-profit organizations located in and serving one or more of our target communities: Mission Hill, Fenway, Roxbury, and the South End.

Important Dates & Information:

- Complete guidelines and application materials, including eligibility requirements and submission instructions, are available at:
<http://www.humanservices.neu.edu/students4giving/>
- Applications must be post-marked by **February 12, 2010.**
- Grant awards will be announced in early April, 2010.
- For more information, please contact the Human Services Program at 617-373-2624 or NS4G@neu.edu.

Questions about our programs? Contact the Center of Community Service
172 Curry Student Center
communityservice@neu.edu or 617-373-5809

Sign up for the Service-Learning Newsletter!

The Service-Learning Newsletter is meant to keep you up-to-date about new and continuing S-L courses, initiatives, and events; upcoming grant, funding, conference, research, and publishing opportunities; community partnerships, and so much more!

To receive the Service-Learning Newsletter via email, contact: service-learning@neu.edu

Volunteer Opportunities:

Corporate Accountability International

Corporate Accountability International is looking for interns and volunteers with the passion, commitment and determination to wage and win campaigns against abuse of people and the environment by transnational corporations.

For more than 30 years, Corporate Accountability International has successfully challenged corporations like GE, Nestlé, and Philip Morris to halt abusive practices that threaten public health, the environment and our democracy.

Today our campaigns challenge the dangerous practices of some of the world's most powerful industries. Think Outside the Bottle exposes the truth behind bottled water marketing and defends the human right to water in the face of increasing corporate control. Value [the] Meal challenges the fast food industry to stop driving an epidemic of diet-related disease, and our campaign Challenging Big Tobacco is blocking industry interference in health policies that protect our kids.

We are now interviewing interns and volunteers. You won't just sit in an office stuffing envelopes. You will be on the street asking people to take action, recruiting candidates at job fairs and building winning campaigns to protect people and the environment. Full and part-time internships are available with the campaigns, recruitment, research, online organizing and social media teams.

For more information contact: John Stewart
jstewart@stopcorporateabuse.org or 617-695-2525

OR visit their website at: <http://www.stopcorporateabuse.org/jobs>

Northeastern's First RELAY FOR LIFE

Questions about our programs? Contact the Center of Community Service
172 Curry Student Center
communityservice@neu.edu or 617-373-5809

Northeastern University, in conjunction with the American Cancer Society, is bringing to campus the largest philanthropic celebration it has ever seen! Join us in this unique event that celebrates life, honors those touched by cancer, and fights back against a disease that takes from us too much.

The Relay will be Saturday, March 27th, beginning at 6pm, and continue until 6am the next day. At the event, teams will camp overnight in Matthews Arena, but don't expect to get your beauty sleep – there will be live entertainment, free food, and activities throughout the entire night. It is asked that at least one representative from each team is walking on the track at all times. Since cancer never sleeps, for one night neither will we.

Recruit your roommates, friends, teammates, and professors, to create a team of 10-15 members. Know more than 15 people? Create multiple teams and partake in some friendly competition!

All proceeds raised go to the American Cancer Society, helping them save lives, diminish suffering, and prevent cancer through research, education, advocacy, and service.

What will you remember at the end of this year? Late-night cramming for exams? Or helping create a world with less cancer?

To learn more about Relay for Life, and to register for the event, please visit:

<http://www.relayforlife.org/neu>

For more information contact:

Aaron Gill - aaron.gill.07@gmail.com

Emily Rowen - rowen.emily@gmail.com

Castle Square Tenants Organization

The Castle Square Tenants Organization provides services for residents of Castle Square Apartments in the South End of Boston. The Castle Square Youth, Technology, and Education Center (YTEC) is a multiservice center that provides classes after school programming for youth, evening classes for adults, computer repair services, and a variety of other events and activities for Boston residents.

We are currently seeking volunteers to assist with our Teen Center, to provide tutoring to high school students in math, science, English, and social studies. Our Teen Center is open from 3-5 PM on weekdays for homework help, and from 5-7:30 for music and video production, game nights, and other project based activities. Volunteers would be available at least 2 afternoons or evenings each week, for 2-3 hours, and be able to work with youth from a variety of different socio-economic and ethnic backgrounds.

For more information contact: Emilio Flores

eflores@cstoboston.org or 617-482-4605

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OR visit their website at: www.cstoboston.org (under construction)

The Community Builders, Inc. – Franklin Park Apartments

Organization Mission: The Community Builders, Inc. (TCB) is a mission driven 501 organization that is focused on building and sustaining strong communities where people of all incomes can achieve their full potential. We achieve our mission by developing, financing, and operating high quality affordable, mixed-income housing, coordinating access to support services and asset-building activities, and shaping community and economic initiatives critical to the communities we serve. Our Franklin Park Apts. (FPA) development is a scattered site low income affordable housing property that is home to 220 households in Dorchester. At the FPA we have a Resident Services (RS) Department which is one of the primary points of contact for residents, connecting them with onsite activities and local services, in addition to addressing issues affecting residents' finances, tenancy and general well-being.

Volunteer Opportunities: The RS Department at the FPA is always looking for extra help in delivering services to the residents that live within our community! We have something for everyone, so whether you are interested in a one time volunteer opportunity for yourself or with a group that you belong to, or you are interested in a long term volunteer opportunity, please contact Renee Morin (contact information below) to discuss the different options that are available.

For more information contact: Renee Morin

rmorin@tcbinc.org or 617-445-8643

OR visit their websites at: www.tcbinc.org / www.thefranklinparkapartments.com

Nathan Hale Elementary School

The mission of the Nathan Hale Parent Council is to plan, support and coordinate events that enrich and strengthen the school community. There are two opportunities available to volunteers. The Hospitality team's job is to sit at the welcome table to greet guests and issue badges/passes to visitors. Volunteers are needed Monday through Thursday 1-2:30pm. The Wellness Team Assistant's responsibilities would include preparing and serving fresh fruit to students during lunch hour, and collecting and filing data submitted by students to the Wellness Team. Volunteers are needed Fridays 10-2:30pm.

For more information contact: Asha Jeffers

ladyjeffers@gmail.com or 781-510-9215

OR visit their website at nathanhaleschool.org

Project Bread – The Walk for Hunger

Questions about our programs? Contact the Center of Community Service
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communityservice@neu.edu or 617-373-5809

Project Bread's Walk for Hunger is Sunday, May 2, 2010. The 20-mile route weaving through Boston, Brookline, Newton, and Cambridge will include entertainment and free snacks along the way. On May 2nd, over 40,000 Walkers will step out and raise \$4 million to help fund over 400 food pantries, soup kitchens, food banks, and food salvage programs across Massachusetts. Registration is from 7:00 to 9:00 A.M. on Boston Common. For more information, visit www.projectbread.org or call 617-723-5000. If you or someone you know is struggling to put food on the table, please call Project Bread's FoodSource Hotline at 1-800-645-8333.

For more information contact: Maura Grainger
Maura_Grainger@projectbread.org or 617-723-5000
OR visit their website at: www.projectbread.org

The Time to Invent Club

Developed by WGBH (Boston's PBS station) and the Lemelson Foundation, The Time to Invent Club is a new mentoring program that exposes kids to the excitement of inventive thinking and engineering. The program places college engineering students and young engineers in afterschool sites to co-lead weekly hands-on activities with 10-12 year-old kids. The Time to Invent Club spans 20 weeks, but is split into two 10-week modules. The second 10 weeks will begin in early February and run through April. Mentors receive training, a stepped-out curriculum, and stipend money to purchase materials. We are currently looking for new mentors in two afterschool sites to lead Part 2.

1) Cambridge Family YMCA

Location: 820 Massachusetts Ave., Cambridge

Public Transportation: Site located by Central Square stop on Red Line or #1 bus

Day of Week: The program will take place on Fridays from 3:30 – 4:30 pm (mentors expected to arrive a littler early to set-up and stay afterwards to clean-up)

2) Oak Square YMCA

Location: 615 Washington St., Brighton

Public Transportation: Site located on multiple bus lines, including #57 (Kenmore Square to Watertown Square)

and #64 (Kendall Square & Central Square to Oak Square)

Day of Week: The program will take place on Tuesdays from 4:30 – 5:30 pm (mentors expected to arrive a little early to set-up and stay afterwards to clean-up)

For more information contact: Liza Silverman
liza_silverman@wgbh.org or (617)-300-3642

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Boxxout Enterprises

Boxxout Enterprises exists to create and implement innovative educational programs and events that teach 21st Century skills to youth in urban, low-income communities. 21st Century skills include the ability to collaborate, innovate and create, learn about technology, think globally, and understand the tenets of entrepreneurship. The concept for the name “Boxxout” is one of innovation, expressing the organization’s use of *out-of-the-box* thinking to conceive and implement new program ideas. A host of volunteer positions are available for students interested in marketing, volunteer recruiting, workshop volunteering and many other opportunities. Feel free to check out the Boxxout website for further information about volunteering

For more information contact: Mohammed Mahama

volunteers@boxxout.org or 617- 610-6028

OR visit their websites at: www.boxxout.org , www.boxxout.org/volunteer.html

Phineas Bates Elementary School

Great opportunity to get your foot-in-the door with Boston Public Schools and experience working with grades K1 – 5. Help us implement an organized games curriculum during our lunch and recess periods. Experience working with kids and skills in managing groups of students is helpful, but we are willing to train. Successful volunteers will be offered a letter of recommendation from the principal and consideration for any available openings.

Commitment: At least one day a week from 11:00am – 1:30pm. Ideally we are looking for several people to work with three different lunch groups, five days a week.

For more information contact: Kelly M. Hung, Principal

khung@boston.k12.ma.us or 617-635-8064

Sociedad Latina

Sociedad Latina works in partnership with Latino youth to cultivate the next generation of leaders. With the support of families and the broader community, Sociedad Latina fulfills its critical mission by providing a broad array of programs that promote community leadership, civic engagement, meaningful employment, educational attainment, cultural identity and pride and the continuation of traditions.

Volunteer Opportunities:

Mission Enrichment After-School Program: MEP is an after school program for youth in grades 6-8 that provides tutoring, homework help and fun after school club activities such as

music and video production and dance. College leaders work as mentors and team leaders to support in academic and enrichment activities. Contact Janai at Janai@sociedadlatina.org

Mission Possible! Program: Mission Possible helps students move successfully from 8th grade to high school and beyond. MP focuses on creating individualized academic plans, providing exposure to career exploration opportunities, and supporting youth throughout the college research and applications process. Volunteers form mentoring relationships as they work closely with youth on school assignments, education and career exploration, college admissions, and test preparation. Contact Katie at Katie@sociedadlatina.org

For more information contact: Janai or Katie at the emails located above.

OR visit their website at: www.sociedadlatina.org

Generation Citizen

Generation Citizen aims to close the civic education gap by promoting civic engagement among underrepresented youth. Through an innovative, action-based curricular approach that emphasizes grassroots community building strategies and effective advocacy, Generation Citizen seeks to expand democratic participation into populations that have been historically underexposed or actively excluded from the political process. Generation Citizen envisions a country in which each young individual is equipped with the necessary skills to effectively participate in the political process as engaged citizens capable of advocating for change.

Students who volunteer would be teaching civic engagement to high school students in underrepresented areas twice a week for an hour a day.

For more information contact: Corey Maillette

Maillette.c@husky.neu.edu

OR visit their website at: www.generationcitizen.org

Tutors for All

Tutors for All bridges the achievement gap one student at a time. Through the creation of partnerships between colleges, public schools, and community agencies, we offer underserved students the systematic one-on-one instruction they need in order to thrive.

Every semester TfA recruits hundreds of volunteers and work-study eligible college students to tutor one-on-one in a local public school. Tutors have their choice of subject (basic-skills literacy, basic-skills Math, and/or MCAS prep), age group (ranging from 2nd to 10th grade students), and program-site; programs are run on-site at the partnered public school with one exception: Simmons College hosts the Saturday morning 10th grade MCAS preparatory program. All programs are easily accessible by public-transportation. Tutorial works like a class for the students, therefore, program-times are set and differ by program-site. Prospective tutors are

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encouraged to visit the website where a detailed listing of tutorial opportunities and program-times can be found (www.TutorsforAll.org). TFA volunteers receive a modest stipend in appreciation of their service.

For more information contact: Michael Zinni
mzinni@tutorsforall.org or 508 269 1005
OR visit the website at: www.TutorsforAll.org

City Year Boston

City Year for Kids is a fun, and educational week-long vacation camp that City Year Boston runs during the winter and spring school vacations. We provide a safe, engaging place for children to go who may not otherwise have adult supervision when school is out. The camps are located at four sites throughout Boston, serving roughly 700 children. During the camps, pairs of City Year corps members and volunteers lead teams of 10-12 elementary school children.

This year's winter program runs from Monday February 15th through Friday February 19th. Volunteers are welcome to volunteer for just one day or all four. Volunteers will also be required to attend one training prior to the camp.

For more information contact: Charlie Dunn
CDunn09@cityyear.org or 617.927.2410
Or visit the website at: <http://www.cityyear.org>

Charles River Watershed Association

The 28th Annual Run of the Charles Canoe and Kayak Race needs volunteers on Sunday, April 25. Spend a great day helping 1500 paddlers enjoy this historic river or enter a team of ten in the Canoe Relay Race. Volunteer tasks include check-in/registration, set-up, boat number spotting, safety, and clean-up. Experienced canoeists/kayakers are also needed to follow racers on the river as "sweep" boats. Please contact Meg Schermerhorn or Sally Berkowitz at (508) 698-6810, rotc@crwa.org, or visit www.charlesriver.org. The Run of the Charles is hosted by the Charles River Watershed Association which has been working since 1965 to improve and protect the health and beauty of the river.

For more information contact: Sally Berkowitz
rotc@crwa.org or 508-698-6810
OR visit their website at: www.charlesriver.org

Discover Roxbury

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Volunteers help us put together our tours and events. With our tight budget and small staff, we could not do many of our programs without their help. An ideal volunteer should be: comfortable around people of all ages, detail-oriented, responsible and independent.

Exciting things about volunteering with us include working in an historic 18th-century house, being next to a beautiful park for breaks, having access to a ton of historic information about Roxbury and Boston, and having an opportunity to connect with the fabric of the community. Volunteers can also attend tours and events at reduced rates or sometimes for free. A light meal or snack is often available when helping with prep for the culinary events.

Year Round Volunteer Opportunities include:

- Data entry and minimal web-based research
- Uploading tour and event information to online calendars
- Delivering brochures to bookstores, cafes, libraries, senior centers, and schools
- Forwarding information about our events on Facebook
- Tweeting about upcoming events
- Photographing tours and events for use on Discover Roxbury's website and Flickr page
- Organizing, updating, and cataloging files (you will be fascinated by the nuggets of Roxbury history you will find while doing this)
- Shooting video of Roxbury artists being interviewed for a public art project (about 20 hours total time with the interviewer)
- Troubleshooting tech issues with faxes and printers

Event Specific Volunteer Needs include:

- Setting up and breaking down tables, chairs, and decorations for the afternoon teas and the annual fundraiser
- Minimal sweeping and weeding/gardening before the Under the Roxbury Sun dinner
- Being on-tour for quick bike repairs (flat tires, stuck gears, etc) during the bike rides
- Picking up donations (beverages, art, supplies, etc) for the annual fundraiser (car may be necessary)

If you have time to volunteer, please contact us to learn how you can help and be prepared to tell us your availability.

For more information contact: Marcia
marcia@discoverroxbury.org or 617-427-1006.

Victim Rights Law Center

The VRLC is the first, and only, nonprofit law center in the nation solely dedicated to serving the legal needs of rape and sexual assault victims. Our mission is to provide legal representation to victims of rape and sexual assault to help rebuild their lives, and to promote a national movement committed to seeking justice for every rape and sexual assault victim. We use what we learn from serving clients in Massachusetts to teach and train others across the nation, in-turn helping even more individuals through our local, direct legal services model. We are locally based and nationally recognized.

At this time we are seeking volunteers for various in-office duties. These include: Internet research, Data entry, Assistance with mailings, Filing, Write/Edit Website content.

For more information contact: Stacy Malone
ed@victimrights.org or 617-399-6720 x38
OR visit the website at: www.victimrights.org

Keys for Hope Foundation

Our office identifies and facilitates implementation of sustainability and energy management throughout Northeastern University. Starting January 2010, we will administer a year-round key drive to support the Keys for Hope Foundation, a non-profit foundation with the sole purpose of recycling keys to alleviate and eliminate hunger, in Northeastern's case, through the Boston Food Bank. Collection buckets will be located campus-wide. **NO NORTHEASTERN KEYS WILL BE ACCEPTED! ALL OTHER KEYS WILL BE ACCEPTED!!** Volunteers are needed to regularly collect the keys and deposit at a central location on campus.

For more information contact: Carol Roskam
c.rosskam@neu.edu or 617 373 8730
OR visit their website at: www.keysforhope.org

The Jimmy Fund

Show your school pride while supporting the Jimmy Fund's life-saving work in cancer research and care by joining the Jimmy Fund Scooper Schools Program!

This year will mark the 28th annual Jimmy Fund Scooper Bowl[®], an all-you-can-eat-ice-cream festival featuring nine of New England's favorite ice cream companies and more than forty flavors! The Scooper Bowl takes place at City Hall Plaza in Boston and will be held on Tues. June 8, Wed. June 9, and Thurs. June 10.

The Scooper Schools program allows schools, colleges, and student groups from around New England to get involved in the Scooper Bowl. By planning and participating in fundraising Questions about our programs? Contact the Center of Community Service
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projects for the Jimmy Fund throughout the year, students have the opportunity to earn free admission to the Jimmy Fund Scooper Bowl. Scooper Schools participants can either kick-off their summer by attending the Scooper Bowl themselves, or they can choose to give their free admission to other Boston area students—making for a very “scooper” end of year field trip.

For more information contact: Rebecca Freedman
rebecca_freedman@dfci.harvard.edu or 617-632-5008

OR visit their website at: www.jimmyfund.org/eve/event/scooper-bowl/scooper-schools.html

Jobs:

The Food Project

Summer Youth Program: Crew Leader

Since 1992, The Food Project has been bringing young people from the city and the suburbs together to make a difference in the lives of people in eastern Massachusetts. Each year, a diverse group of nearly 100 youth, ages 14-17 enter The Food Projects Summer Youth Program (SYP) and work to grow and distribute thousands of pounds of organic produce for people in need. For many, it is a first job, and working in crews of ten, the youth gain invaluable skills of teamwork, accountability, civic participation, and communication.

Job description: Each SYP Crew Leader, **ages 20-27**, heads a diverse group of urban and suburban teenagers who work together throughout the summer. Crew Leaders work with their crew on rural farms, on farm lots in the city, in hunger relief organizations, at our farmers' markets, and during social curriculum workshops throughout the summer. Crew Leaders are responsible for the safety and well being of their crew in all settings. The Food Project staff trains Crew Leaders for one week prior to the beginning of the SYP.

Benefits:

- A regular paycheck: Earn a \$520/wk stipend (before taxes)
- Community and Friendship: Interact and build relationships with a diverse group of extraordinary youth and staff.
- Transportation provided: Don't worry about how you are getting to and from work, we have that covered.
- Challenge: Take on something that will help you in college and later in life.
- Service: Help do something that makes a difference for the people and community around you.
- Learning: Learn new skills from farming to public speaking.
- Leadership and Teamwork: Gain and improve your leadership and teamwork skills.

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communityservice@neu.edu or 617-373-5809

Apply today at: thefoodproject.org/jobs

Send a cover letter and resume to: cl-job@thefoodproject.org

Best Buddies Massachusetts

Jobs Program Supervisor Position

Position Overview: The Program Supervisor is an exempt position of Best Buddies Jobs reporting directly to the State Director. The Program Supervisor is responsible for the success of the Jobs program, which assists people with intellectual disabilities to secure and maintain competitive employment.

Job Requirements:

Bachelor's Degree and at least two years experience in related field

Supervisory experience in a non-profit organization

Experience and/or knowledge of people with developmental disabilities or supported employment required

Excellent communication skills, flexibility, enthusiasm, creativity strong work ethic, attention to detail and follow through

Automobile with applicable insurance (specific coverage limits required)

Job Duties included, but are not limited to:

Management

Train all BBJ Employment Consultants in the areas of Job Training, Job Development and Best Buddies Policy/Procedure

Complete all 90-day and annual performance evaluations of BBJ staff

Solve day-to-day programmatic issues

Coordinate with Director of BBJ and State Director when recruiting and hiring BBJ staff

Hold Job Development staff meetings

Conduct and lead Job Development efforts

Coordinate the completion of the monthly and quarterly reports to the Director of BBJ and State Director

Conduct quarterly review of one case file per staff to ensure completion

Programs

Complete monthly billings to funding sources and BBI

Develop and monitor financial benchmarks with Employment Consultant to ensure financial stability of program

Maintain contact with families, caseworkers and referral sources to maximize communication

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and support services

Liaison between funding sources and Best Buddies Jobs

Reviews all referrals and develops and monitors referrals to ensure financial stability of program

Attend either the Introductory Meeting or the IWPP sessions with the Employment Consultant

Oversee required documentation for participants, submitted monthly by Employment Consultants

Work with Director of BBJ and State Director to project and maintain BBJ yearly program budget

Oversee the set-up and ensure that BBJ is meeting all contracts with government agencies

Work with Director of BBJ and State Director to set and achieve yearly programmatic goals

Lead program to follow all Quest standards and maintain accredited standing

Responsible for following all established health and safety guidelines, ensuring the health and safety of participants, guests and individuals BBJ works with and supports

Development

Oversee grant writing and jobs participation of fundraising activities

Network and present to employers, board members and community contacts to develop job leads and funding support

Develops and monitors marketing efforts

Develops and monitors monthly goals for individual and office financial stability

Develops and monitors monthly goals for placements to ensure financial stability

Miscellaneous

Maintains communication with Headquarters with timely reports, logs, volunteer lists and other information as directed.

Travels as necessary to accomplish above responsibilities.

Handles special projects relating to the above responsibilities as assigned.

Works evenings and weekends as necessary to complete assignments.

REPORTS TO: State Director

Benefits include: group medical/dental insurance, paid vacation, holidays, personal & sick time, 401(k) retirement plan, short term disability, critical illness and life insurance. Commuter benefits available. Business casual environment.

Salary: \$35,000 - \$38,000

In order for candidates to be considered for this position we must receive a resume and a cover letter. Please paste your cover letter in the resume field.

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Please go to <https://home.eease.com/recruit2/?id=476305&t=1> to apply.

Internships:

Discover Roxbury

Internship opportunities at Discover Roxbury are available seasonally, (fall, spring, and summer), in a broad range of disciplines including development, public relations, publications, and intellectual property. All internships are unpaid.

Applications for Spring 2010 internships are being accepted immediately and will be evaluated on a rolling basis. These positions will remain posted until filled. (Summer 2010 opportunities will be posted in early March 2010; applications for those positions will not be accepted before that time).

Application Procedures

E-mail is the preferred method of applying, with all attachments in Microsoft Word format only. **Applications should be emailed to intern@discoverroxbury.org.** They may be addressed to Derek Lumpkins, Program and Marketing Manager.

To apply for an internship, please submit a single MS Word document, (Note: Documents in formats other than MS Word will not be accepted.) containing:

1. A statement-of-purpose cover letter clearly stating:

- the internship for which you are applying
- your academic and career goals
- your personal interests
- the skills/experience you possess and their relevancy to the internship in question, and;

2. A resume or CV

***A letter of recommendation from an academic instructor or advisor, or from a current/recent employer may be included in the original cover letter/resume document. If submitted separately, the recommendation must also be in MS Word format, and should be e-mailed directly to intern@discoverroxbury.org. All recommendations, whether sent by you or a third party, must include the applicant's full name in the subject heading of the e-mail.

Important Information

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- All internships at Discover Roxbury are unpaid positions.
- Applicants may apply for up to three internships per season.
- A separate cover letter/resume document is required for each position.
- Only one letter of recommendation is needed, even when applying for multiple internships.
- You may include the cover letter and resume in the body of your e-mail, or in a Microsoft Word attachment.
 - In the subject line of the e-mail, include:
 1. your full name
 2. the title of the internship for which you are applying
 3. season of the internship for which you are applying (e.g.: Darrel Williams,

Marketing Internship - Summer 2010)

All applications will be acknowledged as received within four business days of receipt. Thereafter, only those applicants selected for interviews will be contacted, usually via telephone. Incomplete applications will not be accepted.

Materials not submitted via e-mail should be addressed and mailed to:

Derek Lumpkins, Program and Marketing Manager
Discover Roxbury
P.O. Box 200205
Boston, MA 02120

Frequently Asked Questions:

Q. May I do an internship for course credit?

A. Yes. Please note that intern applicants are responsible for making appropriate arrangements with their schools to receive credit for internships. Hours vary and are flexible; however, a minimum of 10 hours per week is generally expected to receive course credit.

Q. Who may apply for an internship?

A. Discover Roxbury accepts applications from college-level sophomores, juniors, and seniors, and graduate students or recent graduates.

Q. Do you accept international students?

A. We encourage all international students to apply. Please note that all international students are responsible for making the appropriate arrangements with their countries including permits, visas, and housing.

Q. Is there a deadline for spring internship applications?

A. While Discover Roxbury's internship program operates on a rolling application basis. All prospective candidates are advised to submit applications at their earliest convenience to ensure full consideration. We will continue to accept spring application materials on a rolling basis for each position until it is filled. Please check this page for updated listings.

Q. Will I receive a confirmation of receipt of my application materials?

A. All applicants receive an email acknowledging receipt of materials within four business days of receipt by Discover Roxbury.

Q. How will I know if I am selected for an interview?

A. We follow the following procedure: those applicants selected will be contacted initially via email, usually with a follow-up by phone within two days of their selection as a finalist. (Be sure to include your preferred email address and a daytime phone number in your cover letter and/or resume). Applicants not selected for an interview will be notified thereof via email as soon as possible once a decision is made.

Q. How do I know if an internship is still available?

A. Internships remain posted on our website until they are filled. Once an internship is filled, it is immediately removed from the listings. Please visit www.DiscoverRoxbury.org for updated listings.

Q. Are internships at Discover Roxbury paid?

A. All internships at Discover Roxbury are unpaid positions.

Q. How many hours per week do I need to commit to an internship?

A. The minimum hours vary from internship to internship. In general, an average of 10-12 hours per week is expected for spring internships. Please see each internship description for its specific requirement.

Q. Are interns required to attend an orientation?

A. All accepted spring interns will be required to attend an orientation. The date and time will be announced when available.

Q. When do spring internships start?

A. In general spring internships begin in late January and continue through late April. Start and end dates for each internship will vary based on department's needs and the selected intern's schedule, and will be confirmed on an individual basis by the host department.

Q. When may I send in my application materials for summer 2010 internships?

A. Applications for summer 2010 internships will not be accepted until we have officially posted the listing on www.DiscoverRoxbury.org; in March 2010. Summer internships will run from late May through mid-August 2010.

Q. Is there housing for interns?

A. At this time Discover Roxbury does not offer housing to interns.

Spring 2010 internships (see <http://www.discoverroxbury.org/#/internships/4537493881> for more information on individual descriptions)

1. Community Relations internship
2. Development internship
3. Marketing internship
4. Youth Program internship