



# CURRENT JOBS IN LIBERAL ARTS

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## *East/Northeast*

**COMMUNICATIONS ASSOCIATE.** Identify, implement outreach optpts, secure media coverage to promote brand, programs, events, work w/ media, community, field info requests, write, edit, proof content for publications, develop PowerPoint, visual presentations, manage photographer, videographer vendors at programs, events. Req BA/BS, 2-5 yrs PR exp, excel writing, editing, communications exp, pref Eng/communications/journalism/PR degree, InDesign exp, nonprofit exp. Resume/ltr/sal req/2 writing samples to Cultural Tourism DC, 1250 H Street NW, #1000, Washington, DC 20005; fax 202-661-7599; [http://www.culturaltourismdc.org/information2552/information\\_show.htm?doc\\_id=1053008](http://www.culturaltourismdc.org/information2552/information_show.htm?doc_id=1053008); email [Reply@CulturalTourismDC.org](mailto:Reply@CulturalTourismDC.org) (subj: Communications). No phone calls.

**ASSISTANT TO SENIOR VP. COMMUNICATIONS/MARKETING.** Coordinate calendars, schedule meetings, arrange logistics, make/confirm reservations, admin duties. Req HS grad, admin exp, excel communication skills, pref BA/BS, communications/PR/mktg background, know MS Office, database exp. Resume/ltr/sal req to Human Resources, American Museum of Natural History, Central Park West at 79<sup>th</sup> Street, New York, NY 10024-5192; fax 212-769-5199; email [hdesk@amnh.org](mailto:hdesk@amnh.org) (preferred).

**ASSISTANT MANAGER OF BUSINESS DEVELOPMENT.** Identify new biz optpts, develop partnerships, optimize campaigns, manage social media mktg, email strategy, plan, develop, implement specific projects. Req BA/BS, 1-3 yrs sales/mktg exp, excel communication, quantitative, analytical skills, know web technologies, search engine optimization, Excel exp. Email resume/ltr to Mark Tressler, College Prowler, Pittsburgh, PA, [tressler@collegeproowler.com](mailto:tressler@collegeproowler.com).

**DEVELOPMENT ADMINISTRATOR.** Manage database program to maintain records, generate reports, reconcile funds, prepare mailings, track invoices, expense reimbursements, donations/grants, coordinate mailings, draft acknowledgment letters. Req BA/BS, financial mgmt, communication skills. Email resume/ltr to COPD Foundation, Washington, DC, [kthornburg@copdfoundation.org](mailto:kthornburg@copdfoundation.org).

**EDITORIAL ASSISTANT.** Provide genl editorial support, research stories, provide panel prep, update daily news calendar, compile headlines from newspapers, transcribe interviews, cover events, work w/ industry execs, reps. Req 1-2 yrs editorial assistance exp, attention to detail in composing, typing, proofing materials, MS Office, interpersonal, communication skills. Apply online to The Daily Beast, New York, NY, <http://www.jobvite.com/CompanyJobs/Careers.aspx?c=qUY9VfwG&cs=9ze9VfwB&page=Job%20Description&j=o3ceVfw8>.

**MANAGER OF VISITOR SERVICES.** Assist w/ daily operations, manage supplies, materials, eqt maintenance, supervise visitor services attendants, maintain records of visitation, visitor-rel revenue, prepare reports, communicate info rel to events, schedules, cash mgmt, general admission policies. Apply online to The New York Botanical Garden, New York, NY, [http://www.nybg.org/footer/employment\\_listings.php](http://www.nybg.org/footer/employment_listings.php).

**SOCIAL MEDIA ASSOCIATE.** Support mktg dept, assist w/ outreach to Twitter, Facebook communities, blogosphere, news outlets, monitor trends, report progress of development in social media sphere, manage lists of contacts at blogs, websites. Req 1-2 yrs new media/PR exp, strong communication, writing skills. Apply online to The Daily Beast, New York, NY, <http://www.jobvite.com/CompanyJobs/Careers.aspx?c=qUY9VfwG&cs=9ze9VfwB&page=Job%20Description&j=ozaeVfwC>.

**COMMUNITY ASSOCIATE.** Manage concession solicitation, evaluation, award processes, assist in contract negotiations, identify, develop new biz optpts, work w/ local biz, attend community board meetings, perform onsite walkthroughs, conduct public bid openings. Req HS grad + 3 yrs exp in community work or community centered activities, residency in NYC, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties reqd for employees w/ over 2 yrs city service; NYC residency reqd for all other candidates, pref BA/BS, excel writing, communication, orgz skills, financial analysis exp. \$48K-\$53K. Resume/ltr to Personnel-Recruitment, City of New York/Parks & Recreation, 24 West 61<sup>st</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10023; email [grow@parks.nyc.gov](mailto:grow@parks.nyc.gov), Attn: JVN#846-10-006113. App ddl 11/09/09.

**ASSOCIATE ACCOUNTANT.** Resp for accounts payable rel to inventory invoices, compare inventory recd to inventory ordered, work w/ buyers/warehouse, vendors, enter non-inventory rel invoices, complete credit apps, research credit card chargebacks, reconcile bank activity. Req BA/BS accounting, 0-2 yrs exp, strong analytical, problem-solving, Excel, communication, time mgmt skills. Apply online to ideeli, New York, NY, [www.ideeli.com](http://www.ideeli.com), click on Careers.

**JUNIOR WRITER.** Draft, edit, proof copy for blogs, emails, site content, daily online sales, identify grammar, spelling, factual errors in published materials, monitor, review Facebook fan pages, blog comments, assist w/ special projects. Req BA/BS, 1-2 yrs professional editing/proofing exp, exp in fashion, publishing, advertising reqd, know proofing symbols, AP style, pref Eng/journalism/nonfiction writing degree. Email resume/ltr to Gilt Groupe, New York, NY, [careers@gilt.com](mailto:careers@gilt.com). Pos at Brooklyn Navy Yard.

**ASSISTANT BUYER-HOME.** Assist w/ product selection, establish/maintain vendor relationships, attend buying trips on weekly basis, assist w/ negotiating buying terms w/ vendors, create purchase orders, manage purchase order process, deliver creative assets from brand to creative team, present new brand recommendations, monitor industry trends. Req 1-3 yrs buying exp, love home products, know merchandising financials, retail math, multivendor environment, analytical skills, pref discount retail exp. Email resume/ltr to Gilt Groupe, New York, NY, [careers@gilt.com](mailto:careers@gilt.com).

**HOUSING COORDINATOR.** PT. Work w/ clients to identify housing, coordinate all aspects of resident transitions, manage move-in/move-out process, develop landlord relationships in community. Req BA/BS, 1 yr exp working w/ homeless, disadvantaged. Resume/ltr to Melissa Finn, HR Coordinator/Executive Assistant, St. Vincent de Paul of Baltimore, 2305 N. Charles Street, #300, Baltimore, MD 21218.

**TECHNICAL WRITER.** Generate, update technical reports, generate fund deliverables, work w/ clients, order supplies, assist w/ invoice generation, revenue reconciliation, accounts payable, purchase order requests. Req HS grad, 2 yrs admin exp, excel time mgmt, orgz, customer service, communication, computer skills, know MS Office, Adobe. Email resume/ltr/sal req to Intertek, Totowa, NJ, [hrjobs@intertek.com](mailto:hrjobs@intertek.com) (subj: Job Code 09-189 Technical Writer).

**RESEARCH ASSOCIATE.** Conduct industry analysis, corporate research, strategic analysis for organizing campaigns, collective bargaining activities, interpret industry data, policy trends, key industry player info, produce quantitative analysis for use in campaigns, collective bargaining, prepare reports, lead staff training. Req BA/BS, 1 yr exp in capital strategies, labor union work, exp in accounting, financial analysis, strong communication skills. Apply online to United Food & Commercial Workers International Union, Washington, DC, [www.ufcw.org/ufcw\\_jobs/index.cfm](http://www.ufcw.org/ufcw_jobs/index.cfm).

**COMMUNICATIONS COORDINATOR.** Publicize new Cancer Project Food for Life cooking, nutrition classes thru phone calls to reporters, calendar notices, news releases, pitch emails, develop promotion ideas, programs, publicize programs, campaigns, events, develop relationships w/ press, book/schedule interviews, pitch story ideas to press. Req BA/BS, 1 yr communications-rel exp, excel communication, professional skills, know MS Office, creativity, news sense, pref exp w/ Cision Media Source, Dada Mail. Email resume/ltr/sal req to Physicians Committee for Responsible Medicine, Attn: Sarah Petersen, 5100 Wisconsin Avenue NW, #400, Washington, DC 20016; fax 202-527-7410; email [careers@pcrm.org](mailto:careers@pcrm.org) (subj: Communications Coordinator).

**MAJOR GIFTS OFFICER.** Manage major donor portfolio, implement strategic plan for cultivation, solicitation of existing donors, identify, qualify new prospects for major gifts program, work w/ development staff to strengthen strategies, recommend visits, coordinate followup, plan events. Req BA/BS, 2 yrs fundraising exp, excel communication, interpersonal, time mgmt, orgz skills, commitment to orgz, know MS Outlook, Word, Excel. Resume/ltr/source of ad/sal req to The PCRM Foundation, Attn: Stacey B. Glaeser, 5100 Wisconsin Avenue NW, #400, Washington, DC 20016; fax 202-527-7410; email [careers@pcrm.org](mailto:careers@pcrm.org) (subj: Major Gift Officer).

**PROGRAM ASSOCIATE, EVALUATION.** Maintain program databases, coordinate system enhancements, perform, supervise data entry to ensure accuracy, security of info, train staff on database use, assist w/ training on data collection tools, protocols, coordinate, orgz program, evaluation data incl maintaining files, track response rates, monitor performance of database, assist w/ data collection. Req 1-2 yrs database mgmt, data collection, research exp, know MS Office, pref BA/BS, project mgmt exp, know food poverty, nutrition policy, fluent Spanish. Email resume/ltr/sal req to Food Bank for New York City, NY, [hr@foodbanknyc.org](mailto:hr@foodbanknyc.org) (subj: Program Associate, Evaluation).

**GRANT WRITER, OFFICE OF FEDERAL PROGRAMS.** Perform in-depth research into grant-making orgzs, write grant apps, identify funding sources, secure funding to meet goals. Req BA/BS, 1-3 yrs grant writing exp, commitment to equity, leadership, problem-solving, communication, customer service skills, pref MA/MS, quantitative analysis skills. Email resume/ltr to DC Public Schools, Washington, DC, [DCPSEmployment@dc.gov](mailto:DCPSEmployment@dc.gov), (subj: Vacancy Announcement #09-0FP-133).

**COMMUNICATIONS COORDINATOR, OFFICE OF FAMILY AND PUBLIC ENGAGEMENT.** Investigate internal stories at schools, create, manage multimedia content, create communications incl reports, digital articles, research/fact check communications, act as house photographer, edit video, support website operations. Req BA/BS, 1-3 yrs exp, commitment to equity, leadership, communication, customer service, problem-solving skills, pref MA/MS, exp w/ multimedia, photography, video editing software. Email resume/ltr to DC Public Schools, Washington, DC, [DCPSEmployment@dc.gov](mailto:DCPSEmployment@dc.gov) (subj: Vacancy Announcement #09-0FPE-207).

**TRAFFIC COORDINATOR, NEWS DIGITAL OPERATIONS.** Traffic all sold digital campaigns w/ emphasis on video/display advertising for CNN.com to maximize revenue; maintain tech specs; secure campaign creatives; test for compliance; analyze performance reports. Req BA/BS; 1 yr exp in traffic role; 1 yr exp in ad sales or agency environ; 1 yr exp scheduling ads into ad server (DoubleClick DE pref); know Flash, rich media, DHTML, MS Office; familiar w/ online ad principles & Internet technologies. Apply online to Turner Broadcasting, New York, NY, <http://blackent.careers.adicio.com/careers/jobsearch/detail?jobId=20642798&viewType=main&networkView=main>.

**ONLINE BIDS COORDINATOR.** Serve as online bid clerk during auctions, set up sales, troubleshoot IT problems, provide customer service to clients, assist w/ registration, facilitate late registrations, update online bid clerk manual, PowerPoint presentations. Req excel client service, orgz, followup, communication, interpersonal skills, know IT software, excel Eng language skills, know email, spreadsheet, word processing, presentation software, ability to learn system incl Siebel, Property System, intranet, website, pref BA/BS. Apply online to Christie's, New York, NY, <http://www.christies.com/about/careers/americas/>. App ddl 11/27/09.

**HRIS ANALYST.** Assist w/ development, admin of HRIS system, create ad hoc queries, data analysis, mgmt report data, run, validate, interpret monthly headcount, vacancy tracking reports, manage change of status updates, create payroll interface files, work w/ payroll manager, manage Peoplesoft data entry processes. Req 2 yrs exp, know HRIS, payroll database systems, HR exp, strong communication, computer, client service, interpersonal skills, know email, spreadsheet, word processing, presentation software. Apply online to Christie's, New York, NY, <http://www.christies.com/about/careers/americas>. App ddl 11/18/09.

**COPYWRITER.** Write headlines, print ads, brand names, product names, web content, email blasts, hangtags, strategy write-ups, presentation write-ups, entire catalogs, videos, campaigns, posters, point-of-sale. Req background in brand strategy, strategic thinking, writing skills, copywriting portfolio, pref appreciation for sports, outdoors. Email resume/ltr to JDK Design, 47 Maple Street, Burlington, VT 05401; [hr@jdk.com](mailto:hr@jdk.com).

**ATTENDANCE DATA COORDINATOR.** Facilitate input, export of data from attendance system, set up system for special exhibitions, program, admission, set up/track membership, general admission promotions in ticketing system, schedule research assistants, distribute, collect research materials, input research data results. Apply online to Philadelphia Museum of Art, Philadelphia, PA, [www.philamuseum.org/jobs/](http://www.philamuseum.org/jobs/).

**ANALYST, SALES PLANNING & FORECASTING.** Analyze historical sales performance by store, develop, maintain sales forecasting model, understand impact of promotional strategies, mktg programs on sales forecast, analyze sales seasonality trends for total company, by market, analyze new store performance, develop store sales, productivity plans to support top line sales forecast. Req BA/BS finance/accounting, 1-3 yrs retail exp, strong skills in data manipulation, development of forecasting models, financial analysis, communication, time mgmt, know MS Office, Essbase, SAP financial systems, pref MA/MS biz. Apply online to Coach, New York, NY, [http://www.coach.com/online/handbags/genWCM-10551-10051-en-/Coach\\_US/CompanyInformation/Careers/JobsatCoach](http://www.coach.com/online/handbags/genWCM-10551-10051-en-/Coach_US/CompanyInformation/Careers/JobsatCoach).

**DEVELOPMENT ASSOCIATE, OPERATIONS.** Maintain, track dept revenue, expense budgets, assist w/ development of annual revenue, expense budget projections, prepare payroll, vacation accruals, order office supplies, manage dept IT needs, process gifts, enter info in Raiser's Edge, write acknowledgment cards/letters. Req BA/BS, 2-3 yrs fundraising, rel nonprofit exp, Raiser's Edge exp, database, spreadsheets, computer skills, exp monitoring, tracking budgets, strong interpersonal, communication skills. Apply online to Bronz Zoo, Bronx, NY, <https://sh.webhire.com/servlet/av/jd?ai=907&ji=2406247&sn=1>.

**ARTIST SERVICES COORDINATOR.** Handle logistical planning, hosting, personal handling of visiting artists/company. Req AA/AS, 3 yrs exp, pref exp in processing non-resident alien work permits, word processing, spreadsheet skills. Apply online to Rensselaer Polytechnic Institute, Troy, NY, <https://rpjobs.rpi.edu/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1257306545274>.

**PROGRAM ASSISTANT, GLOBAL PROGRAM DEVELOPMENT.**

Gather, manage background, admin, partner info for proposal apps, edit, proof, compile final submission pkgs, prepare background info for donors, maintain grants database, generate donor lists, track govt funding opptys, maintain calendar of granting opptys, admin duties. Req BA/BS, 2 yrs admin exp, exp w/ grant processes, strong orgz, Excel skills, know Raiser's Edge, donor databases. Apply online to Bronx Zoo, Bronx, NY, <https://sh.webhire.com/servlet/av/jd?ai=907&ji=2406398&sn=1>.

**MARKETING ASSISTANT.**

Assemble, maintain portfolios for campaigns, traffic, coordinate program approvals, orgz, maintain resource info, reference lists, process consultant invoices, media credits, process, maintain clip files for creative, promotional programs, maintain program summaries, assist in research/development of experiential events, provide calendar scheduling, admin duties. Req BA/BS mktg/rel, 1-3 yrs admin exp w/ advertising agency/mktg dept of attraction or consumer products co, excel orgz, communication, MS Office skills. Apply online to Bronx Zoo, Bronx, NY, <https://sh.webhire.com/servlet/av/jd?ai=907&ji=2395056&sn=1>.

**JUNIOR MARKETING ANALYST.**

Perform database queries/analysis to support traditional, online direct mktg efforts, perform ad hoc analysis, produce Excel spreadsheets, PowerPoint reports. Req BA/BS math/statistical methods/econometrics, strong quantitative background, interest in mktg, pref exp w/ SAS, SPSS, know sql. Apply online to Polo, Ralph Lauren Corporation, New York, NY, <http://about.polo.com/careers/employment.asp>.

**ALLOCATOR.**

Execute inventory plan at store level, execute initial flows, replenishment, transfer of products, manage individual store inventory analyzing weeks of supply, conduct supply chain pipeline review, attend biz mgmt meetings, assist w/ assortment planning. Req BA/BS, analytical, communication skills, know Excel, pref store line sales, stock exp. Apply online to Liz Claiborne, New York, NY, <http://www.lizclaiborneinc.com/web/guest/jobs>.

**WRITER/NEWS COORDINATOR.**

Communicate news, messages to targeted internal/external audiences thru network of interrelated websites, media outlets, social networking sites, write articles about faculty, staff, students, post news to school websites, disseminate news to external news outlets, update, improve web content. Req BA/BS, 2 yrs new writing exp at newspaper, TV, radio station, web exp, exp w/ Facebook, Twitter, LinkedIn, Digg, pref journalism/communications degree. Apply online to Boston University, Boston, MA, [http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=290802&company\\_id=15509&version=1&source=ONLINE&jobOwner=1006803&aid=1](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=290802&company_id=15509&version=1&source=ONLINE&jobOwner=1006803&aid=1).

**PROOFREADER.**

Ensure accuracy of print, web materials, work w/ editors, typographers, graphic/web designers, check texts for accuracy in spelling, grammar, punctuation, word division, factual accuracy. Req 2 yrs college, know editing, grammar, orgz skills, 2 yrs proofing exp, pref BA/BS. Apply online to Boston University, Boston, MA, [http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=289615&company\\_id=15509&version=1&source=ONLINE&jobOwner=1006008&aid=1](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=289615&company_id=15509&version=1&source=ONLINE&jobOwner=1006008&aid=1).

**COMPENSATION PROJECT COORDINATOR.**

6-12 month position; 50% time at Charles River campus, 50% time at Medical campus. Coordinate training, meetings, info sessions, schedule, communicate info re initiative to update position descriptions across university, email pertinent documents. Req BA/BS, 1-3 yrs exp, know MS Word, Excel, orgz skills. Apply online to Boston University, Boston, MA, [http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=290724&company\\_id=15509&version=1&source=ONLINE&jobOwner=1006008&aid=1](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=290724&company_id=15509&version=1&source=ONLINE&jobOwner=1006008&aid=1).

**ALUMNI NETWORKS COORDINATOR.**

Assist, support alumni relations program managers, coordinate, plan events, mailings, secure locations, arrange travel, track responses, provide customer service to alumni. Req BA/BS, strong orgz, MS Office skills, 2-3 yrs exp. Some travel. Apply online to Boston University, Boston, MA, [http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=287557&company\\_id=15509&version=1&source=ONLINE&jobOwner=1006008&aid=1](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=287557&company_id=15509&version=1&source=ONLINE&jobOwner=1006008&aid=1).

**WRITING ASSISTANT.** PT, temporary position. Create templates for membership renewals, prospect solicitations, appeals to lapsed members, create templates for member gift acknowledgments, write cultivation/benefits fulfillment letters for existing donors, write final reports, assist w/ special projects, write event remarks for chair, prez. Req BA/BS, excel writing skills, pref MA/MS. Email resume/ltr/sal req to Lincoln Center for the Performing Arts, New York, NY, [jmcintosh@lincolncenter.org](mailto:jmcintosh@lincolncenter.org).

**INTERVENTION SPECIALIST.**

Thru 06/30/11. Implement clinical interventions w/ different populations incl substance abusing, non-substance abusing pre-teens, adolescents, families, recruit participants, administer assessment, data mgmt. Req BA/BS/equiv exp in mental health field, bilingual Eng/Spanish, excel interpersonal, orgz skills, own transportation, pref counseling exp w/ families. Apply online to Brown University, Providence, RI, <https://careers.brown.edu/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1257298644408>.

**TECHNICAL WRITER, USER ASSISTANCE.**

Develop tool tips, write end-user guides, assist w/overall strategic planning of user assistance, create standards for online help, evaluate quality of end-user assistant in online, traditional formats. Req BA/BS, excel writing, analysis, technical, interpersonal skills, pref communications/computer science degree, 3 yrs exp in software development, technical writing, interface design, user assistance. Apply online to Blackboard, Washington, DC, <http://blackboard.com/Company/Career-Center/Openings.aspx>.

**INTERNATIONAL INSTITUTIONS POLICY ASSOCIATE.**

Research, analyze intl public funding sources to support conservation overseas w/ emphasis on USAID, State Dept, Millennium Challenge Corp, assist w/ prep of public funding proposals, develop public funding, policy guidance, communications materials, track funding agreements w/ USAID, update database. Req BA/BS political science/economics/environmental policy/rel, 2-4 yrs exp, exp researching info from divergent sources, time mgmt, writing, analytical, problem-solving skills, know MS Office, Word, PowerPoint, Excel. Apply online to The Nature Conservancy, Washington, DC, [http://careers.nature.org/psp/P89HTNC\\_APP/APPLICANT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](http://careers.nature.org/psp/P89HTNC_APP/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL). App ddl 12/01/09. (From 10/16/09 issue)

**ASSISTANT ACQUISITION/DEVELOPMENT EDITOR, TRAVEL.**

Manage number of books in travel series, work w/ senior editor on author mgmt, style of work, evaluate manuscripts, maps for comprehensiveness, balance, accuracy, timelines, readability, line edit, rewrite copy, create content databases, manage search engines. Req strong editing, rewriting, map proofing, MS Office, orgz, communication skills, pref know MAC, InCopy, web mgmt exp. Apply online to Globe Pequot Press, Guilford, CT, <http://gpp.iapplicants.com/ViewJob-38247.html>. App ddl 12/07/09. (From 10/16/09 issue)

**ACCOUNT MANAGER.**

Call on prospects, present outlines of programs or commercial announcements, prepare promotional plans, sales lit, time rates, sales contracts, investigate/resolve customer problems, maintain records. Req strong communication skills, driver's license, pref BA/BS. Apply online to Cox Radio, Inc, Milford/Norwalk, CT, <http://www.coxenterprises.com/ecorpcocareer/eRecruit.asp>. App ddl 12/31/09. (From 10/16/09 issue)

## *South/Southeast*

**ACCOUNT MANAGER.** Develop partnerships w/ external/internal customers, assist w/ client mgmt, program design, infrastructure, performance measures, mail piece design, know postal regs, lead data-driven mktg campaigns. Req BA/BS, 1 yr customer/account manager exp, exp in USPS mailing regs, MS Office, pref exp in print/direct mail position, know print process. Apply online to Quad Graphics, Fredericksburg, VA, <http://www.qg.com/careers/default.asp>.

**FIELD SALES REPRESENTATIVE.** Sell search engine mktg services to small/medium local biz, acquire new biz. Req 1 yr outside sales exp, ability to exceed sales quotas, strong presentations, networking, time mgmt, interpersonal, communication skills, pref BA/BS biz/mktg/rel. Apply online to Citysearch, Atlanta, GA, <http://www.jobvite.com/CompanyJobs/Careers.aspx?c=qUY9VfwG&cs=9ze9VfwB>.

**ASSIGNMENT EDITOR.** PT. Monitor police/fire scanners for breaking news, work w/ reporters, photographers, producers, managers on story ideas, coverage plans, generate original stories, develop followups, update info, coordinate photographers, crews in field. Req assignment desk exp, solid news judgment, orgz skills, pref BA/BS, ability to work all shifts. Resume/ltr to Susan Falcon, Assignment Manager, WFTV, Inc, 490 East South Street, Orlando, FL 32801; email [susan.falcon@wftv.com](mailto:susan.falcon@wftv.com).

**PRINCIPAL GIFTS COORDINATOR.** Admin support to principal gifts team, work w/ high level donors, campaign volunteers, senior staff, manage logistics, prepare fundraising reports. Req BA/BS or 2 yrs rel exp, exp w/ databases, MS Office, Word, Excel, exp coordinating projects, biz writing. Apply online to The Nature Conservancy, Arlington, VA, [http://careers.nature.org/psp/P89HTNC\\_APP/APPLICANT/HRMS/c/HRM\\_HRAM.HRS\\_CE.GBL](http://careers.nature.org/psp/P89HTNC_APP/APPLICANT/HRMS/c/HRM_HRAM.HRS_CE.GBL). App ddl 11/10/09.

**PROGRAM FINANCIAL ANALYST.** Assist in developing plans incl budgets, schedules to meet contractual/project reqs for assigned portion of program, assist senior personnel in establishing, defining programs reqs, monitor progress of program reqs, report, analyze, interpret financial, operating data, track project costs, variance reporting, prepare deliverable reports, cost estimates, create purchase requisitions. Req BA/BS finance/accounting/biz admin/engineering/science, 0-2 yrs exp in technical program planning, implementation, budget development. Apply online to ManTech, Huntsville, AL, [http://www.mantech.com/careers/careersFrames\\_search.asp](http://www.mantech.com/careers/careersFrames_search.asp). App ddl 11/20/09.

**ONLINE POLITICAL ACCOUNT MANAGER.** Maintain websites, update content, graphics production, build/send broadcast emails, create, analyze web traffic reports, execute online advertising campaigns, consult w/ clients to identify new biz oppty. Req BA/BS, excel analytical, orgz skills, pref new media exp, exp w/ political campaigns. Apply online to emotive, llc, Alexandria, Arlington, Fairfax, Rosslyn, VA, [http://www.milwaukeejobs.com/jobs.asp?pagemode=15&jid=1811365&job\\_code=-1&job\\_type\\_id=3&category\\_id=1513%2c1288%2c1490%2c1289%2c1489%2c1465%2c1473&keywords=&city\\_id=-1&domain\\_id=-1&kt=Online+Political+Account+Manager&kc=emotive%2c+llc&kl=Alexandria%2c+Arlington%2c+Fairfax%2c+Rosslyn%2c+Washington%2c+VA](http://www.milwaukeejobs.com/jobs.asp?pagemode=15&jid=1811365&job_code=-1&job_type_id=3&category_id=1513%2c1288%2c1490%2c1289%2c1489%2c1465%2c1473&keywords=&city_id=-1&domain_id=-1&kt=Online+Political+Account+Manager&kc=emotive%2c+llc&kl=Alexandria%2c+Arlington%2c+Fairfax%2c+Rosslyn%2c+Washington%2c+VA).

**WRITER.** Write, review, edit site feature articles, mini-site content, event promotional material, online games, sweepstakes, partner/host bios, product tip video scripts, branding video scripts, assist w/ global, site-specific messaging strategy. Req BA/BS, 2 yrs copywriting exp in e-commerce environment, web, proofing, writing skills, know MS Word, Excel. Apply online to HSN.com, St. Petersburg, FL, <http://hsn.taleo.net/careersection/2/moresearch.ftl>.

**RETAIL SALES ANALYST.** Conduct in-depth analysis of customer data incl oppty, trends, channel/customer comparisons, provide zero sales analysis by region, markets, gather consumer insights, shopper trend info, communicate pricing changes, manage sponsorship events, develop/deliver sales forecasts. 5% travel. Req HS grad, 2 yrs exp in consumer packaged goods industry in sales, customer service logistics, mktg services, excel communication, analytical, computer project mgmt skills, know MS Office, Access, pref BA/BS biz, 3 yrs exp in consumer packaged goods industry. Apply online to Mars Snackfood US, Bentonville, AR, <http://www.mars.com/global/Careers+at+Mars/Job+Search/Job+details.htm?JobReferenceNo=BEN00096&SelectedLanguageID=ENGLISH&CareerSite=10000>. App ddl 11/11/09.

**COLLEGE PREP ENGLISH FACULTY.** Begin spring 2010. Req BA/BS Eng/Eng education or state certification to teach Eng. Apply online to Daytona Community College, Daytona, FL, [http://www.daytonastate.edu/hr/adjunct\\_openings.html](http://www.daytonastate.edu/hr/adjunct_openings.html).

**COMMUNICATIONS MANAGER.** Develop, implement mktg plans, evaluate, activate, oversee client production delivery of print, photography, editorial, web, video services. Req BA/BS, strong orgz, customer service, communication skills, pref PR, media relations, communications exp. Apply online to Savannah College of Art & Design, Savannah, GA, <https://scadjobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1257126387347>.

**WRITER/EDITOR.** Create content for admission publications, letters, printed brochures, mass emails, correspondence, website text, edit, proof, layout publications, editorial projects. Req BA/BS, excel writing skills, exp writing, editing for publications. Apply online to Savannah College of Art & Design, Savannah, GA, <https://scadjobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1257126387347>.

**TECHNICAL WRITER.** Prepare manuals, instructions, training documentation, procedures for end users of co products, estimate resources reqd to prepare draft manuscript to contract reqs incl military standard, best commercial practice, plan/participate in manual validation, verification efforts, develop training materials, prepare technical data. Req BA/BS, exp w/ MS Office, web research tools, intra/internet tools, ability to meet documentation workmanship standards, pref exp supporting engineering development in industry, govt, govt contractors. Apply online to Sierra Nevada Corporation, Herndon, VA, [www.sncorp.com](http://www.sncorp.com); email inquiries to [Cindy.Phillips@SNCorp.com](mailto:Cindy.Phillips@SNCorp.com).

**PROGRAM MANAGER.** Facilitate placement of teachers in 13 schools, manage onsite, daily operations, maintain teacher applicant database, schedule interviews betw candidates, principals, manage targeted recruitment campaign, provide customer service, use school specific criteria to target quality teacher candidates for applicant pool, maintain data mgmt systems, work w/ principals. Req strong computer, writing, communication, orgz, time mgmt, event planning, interpersonal skills, exp w/ Nashville public schools, pref exp w/ other urban school districts. Apply online to The New Teacher Project, Nashville, TN, <http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=THENEWTEACHERPROJECT&cws=1&rid=441>.

**WRITER.** Write scripts incl lead-ins, voiceovers, tags for distribution to domestic, intl affiliates, some copy editing, video encoding. Req 1 yr news writing exp, ability to handle heavy script load, excel customer service skills, pref producing, copy editing, station affiliate exp. Apply online to Turner Broadcasting, Atlanta, GA, [https://careers.timewarner.com/1033/ASP/TG/cim\\_home.asp?partnerid=391&siteid=36](https://careers.timewarner.com/1033/ASP/TG/cim_home.asp?partnerid=391&siteid=36).

**ADJUNCT FACULTY, SPEECH.** Teach day, evening classes at Bradenton, Lakewood Ranch campuses. Req MA/MS speech/rel, 18 grad hours in speech, communication, rel courses. Apply online to Manatee Community College, Bradenton, FL, [https://employment.scf.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp?postingId=141560](https://employment.scf.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=141560).

## Midwest

**ANALYST.** Conduct research, provide analysis to support client projects, meetings, assist in drafting, revising client reports, presentations, provide logistical support for client meetings, draft briefing memos, correspondence, assist in responding to client requests for info, transcribe notes for external, internal meetings, prepare presentations, conferences. Req BA/BS, excel communication, orgz, customer service, proofing, editing skills, know MS Office, interest in philanthropy. Email resume/ltr to Arabella Philanthropic Investment Advisors, Chicago, IL, [43964-CS-2052@arabella.hrmdirect.com](mailto:43964-CS-2052@arabella.hrmdirect.com). App ddl 11/26/09.

**GROUP HOME COORDINATOR.** Perform client focused programming, staff supervision, household mgmt for adults w/ MR/MI in residential setting. Req BA/BS, 1 yr exp or AA/AS, 2 yrs exp, driver's license, vehicle. \$28K-\$31K. Apply online at PKT Enterprises, St. Paul, MN, [www.pktenterprises.com](http://www.pktenterprises.com).

**MEMBERSHIP COORDINATOR.** Manage membership program, implement monthly renewals, special gift campaigns, membership acquisition campaigns, oversee membership desk, service, manage member-retention program, implement member events. Req 2-3 yrs development exp, excel interpersonal, communication, customer service skills, strategic planning exp, know MS Word, Excel, pref BA/BS, Raiser's Edge exp. Apply online to Shedd Aquarium, Chicago, IL, <http://www.sheddaquarium.org/3092.html#ixzz0VLA5PAWQ>.

**GOVERNMENT RELATIONS ASSISTANT.** Assist govt relations team, travel to state capital daily during legislative sessions to attend hearings, provide admin, research, community orgzng, office support, research public policy, plan special events. Req BA/BS, office exp, writing, editing, orgz skills, know MS Office, Word, Excel. \$13-\$15/hour. Submit resume/ltr/3 refs online to The Nature Conservancy, Minneapolis, MN, [www.nature.org/careers](http://www.nature.org/careers). App ddl 11/30/09.

**HUMAN RESOURCES COORDINATOR.** Resp for admin, human resource support of orgz, assist w/ recruiting, new employee orientation, maintain/update corporate policies, employee communications, benefits admin, maintain employee records, admin duties. Req 1-3 yrs HR exp, emphasis on recruiting in professional services environment, pref BA/BS HR/biz/rel. Apply online to CPM Marketing Group, Madison, WI, <http://www.cpm.com/careers/detail.cfm?listing=493>.

**STAFFING COORDINATOR.** Work w/ clients to monitor staffing needs, project future staffing levels, conduct site visits, conduct interviews, reference/background checks, utilize database of candidates to call, qualify applicants for employment, oversee current employee attendance, performance, recruit candidates. Req BA/BS, customer service or human resources exp. Email resume/ltr/sal req to Life Style Staffing, Columbus, OH, [gad@lifestylestaffing.com](mailto:gad@lifestylestaffing.com).

**SPORTS CLERK.** PT. Post, edit web updates, assist w/ pagination, proof print pages of sports section, work w/ coaches in reporting results of games, events. Req know sports, AP style, Quark, InDesign, ability to navigate news world. Apply online to Gannett, Oshkosh, WI, [http://www.jobpath.com/Jobs/Gannett/Part-Time-Sports-Clerk/J8C44C71TVZDXH7S6W1/?CSH=CSH\\_GANNETT&FBJ=True&DID=j8c44c71tvzdxh7s6w1&cbRecursionCnt=1&csbid=89890bbd2a834791aef154f0cd945c0f-310215606-R6-4](http://www.jobpath.com/Jobs/Gannett/Part-Time-Sports-Clerk/J8C44C71TVZDXH7S6W1/?CSH=CSH_GANNETT&FBJ=True&DID=j8c44c71tvzdxh7s6w1&cbRecursionCnt=1&csbid=89890bbd2a834791aef154f0cd945c0f-310215606-R6-4).

**CORPORATE COMMUNICATIONS SPECIALIST.** Plan, execute customer visits, prepare materials for board meetings, develop communications rel to company's environmental initiatives, create news releases, media alerts, media events, craft employee communications materials, plan, coordinate mktg. Req BA/BS journalism/Eng/PR/rel, 2 yrs communications exp, excel writing, editorial, communication, computer skills, know PowerPoint. Apply online to Meredith, Des Moines, IA, <https://www.meredith.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=793&CurrentPage=2>.

**ACCOUNT EXECUTIVE.** Meet established monthly, quarterly, annual sales goals, identify market potential by qualifying accounts, initiate sales process by prospecting, scheduling appts, make initial presentation, close sales, expand sales in existing accounts, contribute info to market strategy, participate in station events. Req excel presentation, communication, orgz, computer skills, know MS Word, Excel, PowerPoint, pref BA/BS biz/mktg. Email resume/ltr to Nic Anderson, General Sales Manager, Salem Communications-Twin Cities, Eagan, MN, [nicanderson@salemtc.com](mailto:nicanderson@salemtc.com).

**VISITING MEDIA PRESERVATION COORDINATOR.** Coordinate preservation, reformatting services for sound recordings, moving images, photographic materials. Req BA/BS, training or exp in audio, audio-visual engineering, production, preservation, strong communication skills, ability to lift 30 lbs, pref MA/MS, training in preservation, audio-video production, supervisory exp. Apply online to University of Illinois, Urbana, IL, <https://jobs.illinois.edu/default.cfm?page=job&jobID=1197&returnPage=searchResults>. App ddl 11/10/09.

**INTEGRATED SALES ASSOCIATE.** Fulfill new media inventory sold by sales team, prepare sales plans rel to new media, work w/ new media, ad sales depts, build online analytics reports. Req BA/BS communications/broadcast/online mktg, 1-4 yrs new media, ad sales exp, communication, orgz, project mgmt skills, know Big Ten sports, MS Office, PowerPoint. Apply online to Big Ten Network, Chicago, IL, <http://www.foxcareers.com/jobSearch.html>, job #FNG17570.

**CONTRACTS ANALYST.** Provide pre-award contract admin services for sponsored research agreements, review proposals, prepare budgets, draft, interpret, negotiate contracts, establish subcontracts, assist in contractual mgmt of sponsored research awards. Req BA/BS, 2 yrs admin exp, interpersonal, customer service, communication skills, pref exp writing, negotiating contracts, know biz law. \$27.4K-\$56.9K. Apply online to Michigan Technological University, Houghton, MI, <http://www.admin.mtu.edu/hro/postings/index.shtml>.

**COMMUNITY MANAGER.** Create, implement community strategy to insure strong user support, write copy, direct forum discussions, create/manage community budget incl selection of hardware/software, identify, approve, manage official fan websites, create community events, write specs for website, review bids for work, manage community managers. Req AA/AS/equiv mktg exp, 2 yrs website community exp, know community platforms, systems, software, excel writing, leadership skills, know Adobe, social media trends, video production/editing exp. Apply online to Warner Bros. Games, Chicago, IL, [https://careers.timewarner.com/1033/ASP/TG/cim\\_jobdetail.asp?SID=^14FmBsMUyAhWqXMDPX0k1Zh1kWk02rxE5hvsz5dTshOsAT4sWV1uw2YI05OMgBbwmajqyMKb8Zjm\\_C\\_R\\_L\\_F\\_zQ98zSmc3ZmULApXy7dKpKa\\_slp\\_rhc\\_UO6d1kU=&jobId=510565](https://careers.timewarner.com/1033/ASP/TG/cim_jobdetail.asp?SID=^14FmBsMUyAhWqXMDPX0k1Zh1kWk02rxE5hvsz5dTshOsAT4sWV1uw2YI05OMgBbwmajqyMKb8Zjm_C_R_L_F_zQ98zSmc3ZmULApXy7dKpKa_slp_rhc_UO6d1kU=&jobId=510565).

**PROGRAM COORDINATOR.** Assist w/ running program of Master of Arts students, answer inquiries, arrange events, schedule rooms, order refreshments, manage payments, arrange for A/V eqt, maintain database, website, assist w/ special projects. Req BA/BS, know MS Office, Filemaker Pro, Dreamweaver, excel communication, admin skills, pref MA/MS humanities, exp in academic admin, event planning. Apply online to University of Chicago, Chicago, IL, <https://jobopportunities.uchicago.edu/applicants/jsp/shared/frameset/FrameSet.jsp?time=1257303344043>.

**LEASING COORDINATOR.** Coordinate assignments, resident, guest arrival/departure activities, billing, resident communication, service delivery in family/grad housing community for university. Req BA/BS biz/communications/rel, 2 yrs professional exp in housing, apt leasing, university admin/student affairs, hospitality, customer service, exp w/ automated systems, strong customer service, conflict mgmt, communication skills, pref MA/MS, exp w/ intl clientele, grad students. For info contact University of Illinois Housing Department, Champaign/Urbana, IL, [www.housing.illinois.edu/Staff/Employment](http://www.housing.illinois.edu/Staff/Employment). App ddl 12/23/09. (From 10/16/09 issue)

**MUSEUM CURATOR.** Begin 01/10. Process, catalog, care for items in museum's 3D collections, archives, research library, oversee program to digitize archival materials, handle matters rel to collections incl acquisitions, loans, documentation, preservation, review/recommend exhibit, collections mgmt policies, procedures. Req BA/BS, communication, writing skills, pref education/exp in collections mgmt, preservation, security, know Western history, PastPerfect or museum cataloging program, digitization exp. \$10/hour. Resume/ltr/3 refs to Ruth Olson Peters, Museum Director, Santa Fe Trail Center, 1349 K-156 Highway, Larned, KS 67550; email [museum@santafetrailcenter.org](mailto:museum@santafetrailcenter.org). Review begins 12/01/09. (From 10/16/09 issue)

## ***West/Southwest***

**PRODUCT MANAGER.** Gather, prioritize product, customer reqs, define product vision, define/track key metrics, work w/ engineering, sales, support, analyze product/metrics, monitor competition. Req BA/BS, passion for writing product specs, build apps, strong orgz, analytical skills, know consumer internet space. Apply online to Slide, San Francisco, CA, <http://www.jobscore.com/jobs/slide/productmanager/bW5cCQsTKr3QA6eJe4aGWH>.

**COMMUNITY MANAGER.** Solicit, interpret user feedback into actionable product/feature recommendations, orgz/maintain public points of contact, identify, report technical bugs in system, execute, analyze user engagement campaigns, promotions. Req BA/BS, 1-2 yrs exp in community work, excel communication skills, know social network structures, MS Office. Apply online to Slide, San Francisco, CA, <http://www.jobscore.com/jobs/slide/communitymanager/daCUYUUn4r3RmPeJe4aGWH>.

**EMAIL MARKETING COORDINATOR.** Develop, execute mktg campaign, ensure development, production, testing, delivery of email campaigns by deadline, identify, troubleshoot problems, identify optys to evolve email strategy, track/report email mktg metrics, manage/deploy email circulation. Req BA/BS, 1-3 yrs exp, orgz, communication, analytical, critical thinking skills, know Excel, Word, PowerPoint, pref mktg/biz/communications degree, know html, YesMail, Photoshop, Dreamweaver. Apply online to Delivery Agent, San Francisco, CA, <http://deliveryagent.jobscore.com/jobs/deliveryagent/emailmarketingcoordinator/bk7bkizLyr3PUZeJe4aGWH>.

**ACCOUNT COORDINATOR.** Assist in event/tour logistics, production, distribution of collateral, mgmt of client databases, general admin duties. Req BA/BS communications/mktg/political science, 1 yr PR exp, internship exp, writing, computer, orgz skills, interest in technology industry, pref hi-tech exp. Apply online to Bite Communications, San Francisco, CA, <http://tbe.taleo.net/NA8/ats/careers/requisition.jsp?org=BITEPR&cws=1&id=72>.

**WEB EDITOR/PRODUCER.** Post articles, partner content, blogs, images in content mgmt system, select, resize, post images, copyedit, proof articles, blogs, create html coding, meta-tags/meta-descriptions for search engine optimization, compile, monitor statistics, monitor comments, track-backs, work on content generation. Req BA/BS journalism/Eng/communications, excel communication, orgz skills, 2-4 yrs professional exp producing web content, proficiency w/ blog admin tools, content mgmt systems, web browsers, interest in healthy, holistic wellness, green living. Email resume/ltr/links or clips to Care2, Redwood City, CA, [editor@earth.care2.com](mailto:editor@earth.care2.com) (subj: [last name]).

**EMAIL CUSTOMER CARE AGENT.** Develop customer communications, review, respond to all website domestic member inquiries, research accounts, update customer accounts, process subscriptions, refunds, resolve customer inquiries, Req 2 yrs customer support exp, 4 yrs writing exp, excel communication, grammar, decision making skills, pref BA/BS journalism. Apply online to Match.com, Dallas, TX, <http://www.match.com/careers/index.aspx?nl=1&jvi=04teVfwqJob>.

**FINANCIAL ANALYST.** Improve processes, ensure integrity of commission reporting, calculate biweekly commissions for call center environment, investigate commission reporting discrepancies, recommend/implement compensation plan changes, build Excel model, build database queries to answer complex biz questions. Req BA/BS, analytical, Excel, writing, orgz skills. Apply online to ServiceMagic, Inc, Golden, CO, <http://servicemagic.submit4jobs.com/index.cfm?fuseaction=83075.viewjobdetail&CID=83075&JID=77536&&cfccend>.

**PUBLIC RELATIONS COORDINATOR.** Update online news center, collect/maintain customer success stories, track/report press clippings, contact couples/members to arrange interviews w/ press, research PR projects, update/maintain Facebook, Twitter fan pages, create briefing sheets for spokespeople. Req BA/BS, 1 yr admin/PR exp, know popular social media sites, pref mktg/communications/PR/journalism/Eng/biz degree. Apply online to Match.com, Dallas, TX, <http://www.match.com/careers/index.aspx?nl=1&jvi=0V4eVfwS.Job>.

**WRITER.** Ghost writer, researcher to assist w/ future book projects. Req excel writing skills, funny, curious, reliable, available at Beverly Hills office. Send resume/ltr to Michael Levine, Beverly Hills, CA, [www.entertainmentcareers.net/id/?id=101557](http://www.entertainmentcareers.net/id/?id=101557). No attachments.

**ASSISTANT REGISTRAR.** Resp for records, recordkeeping for museum acquisitions, outgoing loans, incl maintenance/processing of paper files, development electronic database, handle technical, admin duties, work w/ collections for exhibits. Req BA/BS art history/anthropology/museum studies/rel, strong computer, word processing, communication, orgz, problem-solving skills, pref 2-3 yrs museum registration exp. Apply online to Natural History Museum of Los Angeles County, CA, <https://home.eease.com/recruit/?id=468281&t=1>.

**ADVANCEMENT PROSPECT RESEARCHER.** Identify, research, analyze prospects for major gift cultivation, solicitation, gather, analyze, report info on individuals, corps, foundations, maintain research library of hard copy, electronic resources, identify new prospects, provide research info to facilitate gift solicitation strategies, manage data entry of donor prospect info, coordinate design, implementation of donor database. Req BA/BS, excel interpersonal, communication, writing, orgz skills, know MS Word, Excel, Lexis-Nexis. Apply online to The Natural History Museum of Los Angeles County, CA, <http://www.nhm.org/site/about-our-museums/working-at-nhm/jobs-nhm>.

**ASSISTANT DIRECTOR OF OPERATIONS.** Tues-Sat. Recruit, train PT teaching staff, manage site, ensure smooth course starts, participate in outreach events, address daily customer service requests from students, prospects via phone, email, mail, manage flow of info to enrolled students, identify students not achieving goals, order/manage inventory of student/teacher materials, manage basic acctg for enrolled students. Req BA/BS, customer service exp, strong orgz, communication, customer service, leadership skills, pref know admissions tests or admissions process. Apply online to Princeton Review, Tempe, AZ, <http://www.princetonreview.com/PositionDetail.aspx?posID=543>.

**MARKETING AND RESEARCH ASSOCIATE.** Supervise program estimates, create sales support material, manage broadcast, web data. Req BA/BS, 1 yr exp in local market sales research, communication, presentation skills, know Excel, Word, PowerPoint, pref know Nielsen Media Research products, exp w/ local station avail systems. Apply online to KGO-TV, San Francisco, CA, [https://disney.recruitmax.com/main/careerportal/Job\\_Profile.cfm?szOrderID=211300](https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=211300).

**COORDINATOR, ACCOMMODATIONS.** 12/02/09-02/12/10. Assist w/ booking, managing, assigning lodging to staff, volunteers, contractors, select guests, maintain records of all lodging units, orgz distribution of keys. Req 1 yr exp w/ reservations in hotel/hospitality industry, customer service exp, orgz, mgmt, problem-solving skills, know MS Outlook, Word, Excel, PowerPoint, Visio, Mail Merge, pref Filemaker Pro exp. \$550/week. Apply online to Sundance Film Festival, Park City, UT, <http://www.sundance.org/jobs/browse.asp?id=174>.

**ASSISTANT, CREDENTIALS.** Assist w/ credentialing process, create name badges, theater access passes for all depts, provide customer service to employees, patrons via phones, email, letters. Req customer service, digital photography exp, excel customer service, orgz, communication, office, phone skills, know Outlook, internet, Excel, Word, Photoshop, Acrobat. Apply online to Sundance Film Festival, Park City, UT, <http://www.sundance.org/jobs/browse.asp?id=182>.

**SALES AND PRODUCT BUYER.** Handle customer orders, inquiries, provide customer service, purchase products, research deals, new products. Req 3 yrs exp, orgz, writing, computer, Excel skills, know cycling, pref e-commerce knowledge. Email resume/ltr/sal req/sal hist/start date to Price Point Mail Order Ltd, Gardena, CA, [jobs@pricepoint.com](mailto:jobs@pricepoint.com).

**CAMPAIGN MANAGER.** Execute operational efforts rel to traffic mgmt of ad campaigns, implement internet advertising campaigns, secure creative, monitor campaigns, resolve campaign discrepancies, verify tech specs, quality assurance, prepare reports. Req BA/BS media-rel, computer, customer service area, 1-2 yrs internet exp in internet/media-rel company, know html, Flash, rich media, strong orgz, internet, interactive industry. Apply online to Fox Audience Network, Santa Monica, CA, <http://www.fimcareers.com/careers.php>.

**ASSISTANT MERCHANDISER.** Set up, maintain all style info per season, ensure consistency w/ style names/numbers, color codes, style descriptions, create/maintain visual, numeric line plans, create/run system reports, catalog layout, edits, build sales meeting collateral. Req know MS Office, Illustrator, strong orgz, problem-solving skills. Email resume/ltr/sal req to The La Jolla Group, Irvine, CA, [resumes@oneillclothing.com](mailto:resumes@oneillclothing.com).

**WEB EDITOR.** Write blog posts, create copy for consumer-facing emails, interview athletes, artists, designers, communicate brand attributes, core values, product features to customers. Req BA/BS journalism/creative writing/rel, multitasking, creative writing, grammar skills, pref advertising exp, exp writing own blog. Apply online to Oakley, Inc, Foothill Ranch, CA, <https://oakley.taleo.net/careersection/2/jobsearch.ftl?lang=en>.

**ONLINE MARKETING SPECIALIST.** Develop online mktg plans, manage/assist in implementation of online mktg tactics, coordinate efforts of intl subsidiaries, work w/ online mktg agency, maintain, forecast monthly budgets for certain brands, work w/ web analytics group, interpret individual brand strategies, brand guidelines. Req BA/BS mktg/communications, 2-3 yrs exp, know online advertising trends, best practices, reporting, html, CPC, cost per sale, URLs, exp w/ MAC, MS Office, financial analysis, project lifecycles. Apply online to Oakley, Foothill Ranch, CA, <https://oakley.taleo.net/careersection/2/jobsearch.ftl?lang=en>.

**PROOFREADER.** Freelance position, FT/PT/temp. Assist w/ onsite production of catalogs, mktg brochures, product pkging, activity guides. Req excel grammar, spelling skills, ability to focus on large/small details, pref 2 yrs exp. Email resume/ltr/sal hist to Lakeshore Learning Materials, Carson, CA, [hr@lakeshorelearning.com](mailto:hr@lakeshorelearning.com); fax 310-537-1741.

**STUDENT FINANCE COORDINATOR.** Explain financial aid process, ensure all documents for financial aid are submitted to central office, develop, maintain working knowledge of federal regs, process deposits, payment plans, financial transactions, resolve loan deferments, tuition assistance. Req BA/BS, 2 yrs exp rel to student accounts, receivables, excel customer service, communication, writing skills, exp w/ software products, pref exp w/ CampusVue. Resume/ltr/sal req to Marnita L. Martin, M.A., PHR, Human Resources, Argosy University, Inland Empire Campus, 636 E. Brier Drive, #120, San Bernardino, CA 92408; fax 909-915-3810; email [mlmartin@argosy.edu](mailto:mlmartin@argosy.edu).

**PUBLIC RELATIONS ACCOUNT COORDINATOR.** Support PR teams, provide customer service to clients, journalists. Req time mgmt, critical thinking, writing, computer, orgz skills, passion for biz, IT industries. Apply online to Text 100 Int'l, San Francisco, CA, <http://careers.vurvexpress.com/jobprofile.cfm?szWID=13844&szCID=62300&szSiteID=408&szOrderID=559873&szStart=1>.

**PRODUCTION FINANCE TRAVEL COORDINATOR.** Coordinate travel for production crew, prepare estimates of travel costs, reconcile invoices, reconcile travel expenses, provide variance analysis, post journal entries for month-end close. Req BA/BS biz admin, 1-2 yrs exp in general accounting, math, budget analytical, communication, MS Excel skills, pref production accounting exp. Apply online to Fox Sports, Los Angeles, CA, <http://www.foxcareers.com/jobSearch.html>.

**NATIONAL ADVERTISING COORDINATOR.** Schedule natl pre-feature, LEN advertising programs into digital content system, conduct daily quality reviews of all scheduled contracts, monitor digital system, create non-digital lobby loop program changes, assist w/ special projects. Req 1-2 yrs exp, analytical, problem-solving, communication, orgz, follow-up skills, pref BA/BS. Apply online to National CineMedia, Centennial, CO, [https://www3.ultirecruit.com/nat1017/Jobboard/JobDetails.aspx?ID=\\*259C4BE251A3E50F](https://www3.ultirecruit.com/nat1017/Jobboard/JobDetails.aspx?ID=*259C4BE251A3E50F).

**ROYALTY ANALYST.** Analyze, interpret contracts, deal memos, create/maintain rate structures in royalty system, audit royalty stmts, request payments for artists, royalty participants, ensure 3<sup>rd</sup> party licensing is allocated among royalty participants. Req math, analytical, communication, computer skills, pref BA/BS, royalty exp. Apply online to Warner Music Group, Burbank, CA, <http://www.wmg.com/jobdescription/id/8a0af81223ca5ea00124781ff4c95113>.

**ENGLISH/HISTORY TEACHER.** Prepare, implement project-based lesson plans, develop integrated curriculum units, assess student progress. Req CA teaching credential in Eng/history, BCLAD/CLAD certification (Spanish), educational vision for low-income, minority students, commitment to preserving cultural heritage of students. Resume/ltr to Camino Nuevo Charter Academy, Attn: Margaret Domingo, Director of Human Resources, 3435 West Temple Street, Los Angeles, CA 90026; email [hr@caminonuevo.org](mailto:hr@caminonuevo.org). App ddl 12/11/09. (From 10/16/09 issue)

## ***Multi-Regional/International/Freelance***

**GRADUATE ACCOUNT EXECUTIVE.** Handle feature searches, pitches, write articles, news releases, opinion pieces, event mgmt, research, journalist contact, client liaison, reporting, maintaining activity databases. Req BA/BS or 6 months PR exp, writing, time mgmt, communication skills. Apply online to Bite Communications, London, UNITED KINGDOM, <http://www.bitepr.com/careers.html>.

**SCREENWRITING COMPETITION.** For full-length screenplays or teleplay/short screenplays. Full-length scripts not to exceed 130 double-spaced pages; features, MWOs accepted from any genre, lifestyle orientation, from w/in or outside US. Teleplay/short scripts not to exceed 45 double-spaced pages; screenplays from any genre, any lifestyle orientation, from w/in or outside US. All work submitted should undergo either copyright certification via Library of Congress or by way of Writers Guild of America. Contact The Writers Place, [www.thewritersplace.org/index.shtml](http://www.thewritersplace.org/index.shtml). App ddl 11/15/09.

**SNOWBOARD BLOGGER.** Work remotely, contribute to snowboarding section of ESPN.com, conduct industry research, develop contacts, networks, create blog, publish according to style guides. Req 2-3 yrs journalism/communications exp in action-sports rel field, writing, editing, fact checking, reporting, web researching, communication skills, know html, web-authoring tools, software, Photoshop, PCs, MAC, pref BA/BS journalism/communications/rel. Apply online to ESPN Action Sports, <http://www.malake.com/ASP/front/sendmail.asp?Recor=70&sm=any&keywords=&ID=11757>.

**Good luck!**

**Next issue: Nov. 20, 2009**

***Daily online updates begin Nov. 21<sup>st</sup>!***

