



## **MANAGEMENT & TRAINING CORPORATION**

Part Time Opportunities

Day, Weekend & Evening

### **Youth Activities Counselor/Recreation Advisor:**

Coordinate recreational programs for diverse youth group. Organize cultural trips, athletic programs, arts & crafts, and after school enrichment activities. Bachelor's degree is a plus.

### **Substitute Instructor:**

Academics and/or vocations experience; all subjects needed/ Computer literate, organized teacher with good classroom management skills.

Interested applicants, please apply online at [www.mtcjobs.com](http://www.mtcjobs.com) EOE

## **ADMINISTRATIVE ASSISTANT**

Part time/Experience with computers and MS Office Suite is a must, advanced Excel skills required. Duties include assisting with Customer Service, AP and AR processes.

Send resumes to WasteFocus, LLC

PO Box 265

Feeding Hills, MA 01030

## **COMPUTER-IT DEPARTMENT**

Buxton is looking for a responsible person to work from home, 8-12 in the evenings, Monday through Friday. This is a work from home position and you will be required to have your own computer and high speed internet. You will be trained. Interested applicants meeting these requirements should contact: Ray Teller and 413.734.5900 or email at [rteller@buxtonco.net](mailto:rteller@buxtonco.net)

## **SOCIAL WORKER NEEDED**

Western Massachusetts working out of the Springfield office

Position responsible for managing a caseload helping individuals to achieve their maximum potential in the community. Position requires: Travel, undergraduate degree with 3 years experience working with people with disabilities and their families, demonstrated ability working in a team. Salary will commensurate with experience and full benefits package. [www.theassn.org](http://www.theassn.org) EOE

If you are interested in joining the team, please send your resume to:

Specialized Home Care

Richard Niedel, MSW, Associate Director

One Carando Drive, Suite 2

Springfield, MA 01104

[niedelr@theassn.org](mailto:niedelr@theassn.org)

**THE SISTERS OF PROVIDENCE HEALTH SYSTEMS**

**Be Part of Our Legacy of Healing**

MERCY MEDICAL CENTER:

- **Physical Therapist**  
FT, PT and Per Diem  
Valid MA PT license required
- **Respiratory Therapist**  
FT, 3<sup>rd</sup> shift –CCRT or RRT required
- **Clinical Nurse Supervisor**  
FT and PT, 3<sup>rd</sup> shift – ED or Rehab units  
Management experience and BSN required

MERCY INPATIENT MEDICAL ASSOCIATES:

- **Physician Assistant**  
FT, 3<sup>rd</sup> shift – MA PA license required

PROVIDENCE BEHAVIORAL HEALTH HOSPITAL:

- **Manager Quality/Risk/Patient Satisfaction**  
FT, 1<sup>st</sup> shift

BS in Nursing or an RN with equivalent experience in quality improvement required

We offer competitive wages and a comprehensive benefits package, to those who are eligible, including health, dental, and life insurance, a retirement savings plan, and a generous vacation package.

Please apply online at [www.SPHSJobs.com](http://www.SPHSJobs.com)

Diversity is important. An equal opportunity employer

## **NUTRITIONIST**

Full Time Nutritionist for WIC Office. Bachelor's Degree in Nutrition is required. English/Spanish is a plus.

Over letter and resume by 3/11/10 to:

Tapestry Health

Senior Nutritionist

11 Wilbraham Road

Springfield, MA 01109

Or email: [kdehm@tapestryhealth.org](mailto:kdehm@tapestryhealth.org)

AA/EOE

## **THE CARSON CENTER FOR HUMAN SERVICES**

Bilingual/bicultural clinician full or part time at an established outpatient mental health clinic treating children and adults with developmental and autism spectrum disorders and their families. Opportunity to develop a specialty skill with excellent supervision, regular training, programs, a supportive interdisciplinary team and the chance to work with programs and schools throughout the Springfield/Westfield area of MA. Flexible schedule and attractive benefits are available. Masters degree and lic or license of eligible required.

Resume to Carson Center for Development, 120 Maple Street, Springfield, MA 01103 or

[randerson@carsoncenter.org](mailto:randerson@carsoncenter.org)

## **BILINGUAL CASE MANAGER**

Enjoy your work and make a difference in a supportive workplace! Support Services Coordinator will work in our office & neighborhood health clinic's elder services program. Conduct health/functional assessments of enrollees, help develop & monitor service plans, part of multi-disciplinary team.

Requirements: BA/BS, English/Spanish fluency, good communication skills, reliable transportation, experience in social services/case management with elders. LSW preferred. Excellent benefits

Reply to HR, Greater Springfield Senior Services, 66 Industry Avenue, Ste.9, Springfield, MA 01104

Fax: 413.781.0632

## **SHARED LIVING PROVIDER**

Seeking clinically sophisticated and responsible adults in the Springfield area. Qualified host will teach individual independent living skills, provide safe and stable living environment, have reliable transportation, and be able to work as part of a team and set limits when necessary. Provide in-home supports, assistance with scheduling/attending appointments, budgeting & money management. Supervise/facilitate community involvement & leisure activities, complete required documentation; attend team meetings & trainings as needed.

Send resume & cover letter referencing search #315R to:

[jobs@servicenet.org](mailto:jobs@servicenet.org)

AA/EOE

## **LITIGATION PARALEGAL/LEGAL ASSISTANT**

Mid-sized law firm seeks paralegal with excellent organizational, interpersonal and computer skills as well as the ability to work independently. Salary is commensurate with experience. Full benefits package and parking.

Please forward resume to L. Alexandra Hogan, Esq., Shatz, Schwartz and Fentin, P.C., 1441 Main Street Springfield MA 01103

Via fax: 413.736.0375

Or email: [lahogan@ssfpc.com](mailto:lahogan@ssfpc.com)

## **IMPLEMENTATION SPECIALIST**

MICROS Systems, Inc. Hartford CT

Application Website:

<https://ats.navicus.com/careers/job.aspx?CompanyID=MICROS&Website=Careers&RequisitionID=6352&Source=Maximus&CurrentCompany=1>

Overview: Implement, install, support and train MICROS point of sale products for the restaurant hospitality industry in the local regional market while providing excellent customer service

**Qualifications:** Bachelor's degree and a minimum of six months related experience or an equivalent combination of education and experience. Applicant must possess current driver's license and have the ability and willingness to travel up to 90% of the time. Background in POS and/or PMS vendor installation experience, system training or support preferred. Fully proficient technically. Computer training, familiarity with GUI environments and standard applications including familiarity of at least one POS or PMS application and its associated operating system. While performing the duties of this job, the employee is regularly required to sit, stand and may occasionally lift/move up to 50 pounds. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch or crawl. .

**THE SUNDAY REPUBLICAN** is looking for more subjects for their "On the Job" feature each Sunday. If you are interested in being considered for the On the Job feature in the Republican's Careers page, contact, [jkinney@repub.com](mailto:jkinney@repub.com)

## **ASSISTANT DIRECTOR OF YOUTH DEVELOPMENT**

Oversees the management of several youth programs, supervises staff, and builds community coalitions.

Demonstrated ability in implementing evidence-based youth and/or mentoring models. Qualifications: Master's degree preferred. Three plus years of supervisory experience is required.

**Dunbar Community Center, Inc. located at 33 Oak Street, Springfield, MA**

Send Resumes to: Zee Johnson, Director of Programs - [zjohnson@dunbarma.org](mailto:zjohnson@dunbarma.org)

## **ADOLESCENT SERVICES COORDINATOR**

Responsible for gang prevention and youth mentoring programs. Will recruit, supervise and match mentoring volunteers. Qualifications: Bachelor's degree preferred. 1-3 years experience with group program design and diverse youth.

Dunbar Community Center, Inc. Located at 33 Oak Street, Springfield, MA

Send Resumes to: Zee Johnson, Director of Programs - [zjohnson@dunbarma.org](mailto:zjohnson@dunbarma.org)

## **Education Instructional Aide**

Tri-County Schools has an Instructional Aide position available to work with at-risk youth in a school setting. Associate's degree or paraprofessional certification is required. Experience working with special education children is preferred. Approved CORI and background checks are also required. We reserve the right to extend the closing date until the position is filled. Please send a cover letter and resume by 2/26/10 to:

Northeast Center for Youth & Families, Inc. IA Search

203 East St.

Easthampton, MA 01027

[hr09@ncyf.org](mailto:hr09@ncyf.org)

AA/EOE, we believe diversity strengthens our organization.

## **Huntington Learning Center®**

Huntington Learning Center is the oldest provider of supplemental education, tutoring and exam prep services in the nation. With close to 400 locations, Huntington Learning Center is a nationally recognized leader helping thousands of students in grades Kindergarten through Twelfth achieve success in school each year.

Right now, we are looking for enthusiastic and dynamic Teachers to instruct students enrolled in our highly acclaimed SAT and ACT Exam Prep and K-12 Learning Center programs. If you are a Certified Secondary Math or English teacher, or have a related degree, read on!

### **Why Work at Huntington?**

Huntington Learning Center offers wonderful opportunities for teachers and professionals at all levels and with all backgrounds. At Huntington, we provide initial training, student lesson plans and the curriculum. There is no homework to grade, or class work to prep. No discipline, no administrative problems, or parent meetings. At Huntington, teachers do what they love to do -TEACH!

Exam Prep teachers work with students in 1-1 settings and earn a competitive wage. Learning Center Teachers work with students in a 1-1 and 4-1 setting and also earn a competitive wage.

### **Teaching Positions Available:**

We are currently hiring Part-Time Teachers at our new Five Town Plaza, 352 Cooley Street, SPRINGFIELD, MA location. Flexible schedules are available between the hours of 3:00 - 8:30 p.m. Monday through Friday, and between 9:00 a.m. - 3:00 p.m. Saturday and 12:00 p.m. - 4:00 p.m. Sunday.

When school is closed, Huntington is at its busiest! Summer time and holidays create great opportunities for additional hours as students are tutored throughout the day.

### **How Do I Apply?**

If you can satisfy the requirements listed below, send your resume and cover letter to [SpringfieldMA@HLCmail.com](mailto:SpringfieldMA@HLCmail.com) or call (413)783-8010. Please be sure to specify in your cover letter your contact information. Upon review, a Huntington professional will contact you to set up an interview.

#### **Requirements for Learning Center (K- 12) Instruction:**

- Bachelors degree minimum -- in education, Math, English, or related field
- Teaching Certificate required
- Excellent student interaction skills in 1:1 and 1:4 settings
- You must be flexible and reliable.
- You must have a strong desire to make a difference in the lives of children.

#### **Requirements for Exam Prep Instruction:**

- Bachelors degree minimum -- in education, Math, English, or related field
- Teaching Certificate preferred
- High Standardized test scores on SAT and ACT
- Excellent student interaction skills in 1:1 settings
- You must be flexible and reliable.
- You must have a strong desire to make a difference in the lives of children.

### **How Do I Apply?**

If you can satisfy the requirements listed above, send your resume and cover letter to [SpringfieldMA@HLCmail.com](mailto:SpringfieldMA@HLCmail.com) or call (413)783-8010. Please be sure to specify in your cover letter your contact information. Upon review, a Huntington professional will contact you to set up an interview.

Contact: Deborah Alli

Phone: 413-783-8010

Address: 352 Cooley Street

Springfield, Massachusetts 01128

### **Appointment Scheduler**

A full time appointments scheduler is needed for a growing medical practice. Applicant must have excellent communication skills, knowledge of computer scheduling, and medical terminology a plus. Applicant must also be a team player with a minimum of two years of previous experience in a medical office. This is a fast-paced position with a large volume of calls. We offer competitive salary and excellent benefits. Send resume to: Director of Human Resources, N.E. Orthopedics Surgeons, Inc., 300 Birnie Ave., Springfield, MA 01107, or e-mail, [humanresources@neortho.com](mailto:humanresources@neortho.com)

### **MEDICAL ASSISTANT**

Full time position is available for Western Mass Medical Group's busy internal medicine office from Monday through Friday. Benefit package includes 401K and profit sharing. Please send resumes to: Western Mass Medical Group, Attn: Office Manager, 300 Stafford St, Suite 154, Springfield, MA No Phone Calls Please

## Receptionist

This position is full-time for a growing medical practice that is looking for an experienced receptionist. Duties include greeting patients, verifying patient data, obtaining referrals /waivers, collecting payments, and other related duties. Applicant must have one year of medical reception experience, ability to work at a fast pace, and excellent communication and computer skills. Send resume to Human Resources: by mail to New England Orthopedic Surgeons, Inc., 300 Birnie Avenue, Suite 201, Springfield, MA 01107; or by fax to 413-846-4756. [humanresources@neortho.com](mailto:humanresources@neortho.com)

## Occupational Therapist

SECO Physical and Occupational Therapy, PLLC, a private Clinician-owned company with headquarters in Norwich, NY, has an immediate opening for a full time occupational therapist. New graduates are welcome to apply, but should be New York State licensed or license eligible.

SECO operates seven offices in Central NY. The current opening is in Margaretville, NY where SECO manages and staffs the rehab department for Margaretville Hospital and Mountainside Residential Care Center. Caseload is diverse, including swing bed (short term rehab), skilled nursing home residents, acute inpatient, and outpatient orthopedic patients.

SECO supports professional development and offers a competitive salary and benefit package including health insurance, 401K, vacation, sick, personal, and continuing education days, as well as \$1000.00 a year continuing education allowance.

This opening is in our Margaretville, NY office. If interested, please send résumé and reference to Margaretville Hospital Rehab Department, attention Dr. Sasha Cyrelson, PT DPT;

FAX: 845.586.1321

Email: [scyrelson@margaretvillehospital.org](mailto:scyrelson@margaretvillehospital.org)

Or phone: 845.586.2631 ext. 3174 and as for Sasha

## The Children's Study Home

Applications accepted Monday-Friday, 8am-4pm, at  
44 Sherman Street, Springfield, MA 01109

or by mail, Attn: HR

E-mail to: [cferro@studyhome.org](mailto:cferro@studyhome.org)

Fax: 413.732.5457

### Clinicians AA EOE M/F HV

Master's level clinicians to work with children/teens/families in home and community settings. Part-time/fee-for-service positions available. Candidates must have experience working with children and families as well as paraprofessionals & collaborative teams. Must possess strong verbal, written, organizational and computer skills. Master's degree in Social Work, Counseling, Psychology or related

field required. Must have current valid MA driver's license and reliable transportation, and must be at least 21 years of age.

### **Our Sisters' School**

145 Brownell Avenue

New Bedford, MA 02740

Telephone: (508) 994-1255

Fax: (508) 994-1355

Website: <http://www.oursistersschool.org>



Position: AmeriCorps Classroom Teacher

Full Time/ Volunteer/ Entry Level

Number of Openings: 7

Work Schedule: Monday-Friday

Hours per Week: 40+

Season: Academic Year

Major: All majors welcome

### **Background Information about Our Sisters' School:**

Our Sisters' School (OSS) is an independent, tuition-free middle school for girls. The mission of the school is to educate and inspire middle-school girls from the Greater New Bedford area to reach their full potential in a safe, supportive and challenging environment. OSS provides a quality education and preparation for high school, and welcomes girls from diverse faiths, races, and cultures to our unique learning environment.

### **Position Summary:**

We are seeking energetic, enthusiastic and talented individuals to join our staff as classroom teachers and to assist with the development of the academic and enrichment programs. OSS classroom teachers serve as role models for OSS students through coaching, tutoring, and mentoring, while ensuring excellence in academic achievement for our students as classroom teachers.

### **Qualifications/Skills:**

- Bachelor's degree and history of success in academics required.
- Experience in working with children/youth of different socio-economic & cultural backgrounds preferred.
- Involvement in athletics, clubs and/or community service activities preferred.
- Portuguese or Spanish bilingual preferred.
- Proficiency with computers and software programs, especially Microsoft Office, email, and Internet research skills preferred.
- Strong public speaking and written and verbal communication skills.
- Excellent interpersonal skills.
- Superior organization and time management skills.

### **Responsibilities:**

- Teach core academic classes and assess and report on student progress.
- Effectively manage classroom environment and supervise student activities.
- Support development of grade level curriculum, including developing lesson plans and pacing guides.
- Serve as advisor and advocate for an assigned group of students.
- Collaborate with lead teachers to ensure that students receive remediation and support as needed.
- Coach and direct after school athletic programs and clubs.
- Supervise evening study and grade-level field trips.

- Oversee other staff duties such as morning meeting, student lunches, and passing periods; professional responsibilities for community spaces and coordination/coverage for school activities.
- Attend academic events with students and families during the school day, in the evenings, and on weekends throughout the school year as requested.
- Collaborate with colleagues at grade level, subject area, faculty, staff and committee meetings and staff retreats.
- Attend events to conduct recruiting/outreach for students, teachers and volunteers and to raise support for the school.
- Represent OSS at community fundraisers and events as requested.
- Assist OSS with building and refining the infrastructure and culture of this new school.

**Compensation:**

Housing & utilities provided by the school.

- Lunches provided by the school families and a monthly household food stipend provided by the school.
- Monthly living allowance, August through June, based on qualifications and experience provided by the school.
- AmeriCorps Education Award of \$5350.00 upon completion of one year of service in the program. This award can be used to pay back federal student loans or for graduate-school tuition (see [www.americorps.org](http://www.americorps.org) for additional information and restrictions).
- Employer-sponsored health-insurance and dental coverage.
- Paid Time Off (PTO) in accordance with OSS personnel policies.

*Our Sisters' School, Inc. employs personnel of any race, color, national or ethnic origin, and sexual preference to all the rights, privileges and activities generally accorded or made available to personnel at the school.*

**Our Lady's Child Care Center**

Location: EASTHAMPTON, MA United States

Last Updated: 02/14/2010

**Job Description**

PRE-SCHOOL TEACHER must be EEC lead teacher certified with a min of Associate Degree. Competitive salary and benefits. Email resume to: [ourladyccc@charter.net](mailto:ourladyccc@charter.net) or call Perri at 413.527.6133

**Children's House**

**Teacher Assistant**

Corporate sponsored child care seeks caring individual for full time (40hrs.) and part time (30 hrs. approx) teacher positions in Infant, Toddler, and Preschool classrooms. Prefer EEC certification. Send resume to:

MassMutual Children's House

720 Wilbraham Rd.

Springfield MA 01109

You may also fax to (413) 782-8073

Or e-mail to: [mmchdam@verizon.net](mailto:mmchdam@verizon.net)

**Contact:**

Debbie McLaughlin

Phone: (413)782-4448

Fax: (413)782-8073

**Pediatric Home Health RN**

Employer: Baystate Health

Location: Springfield, Massachusetts

Last Updated: 02/23/2010

Job Status: Full Time

To provide skilled nursing assessment, teaching and care at home to newborn infant, toddler, child adolescent and adult patients. Participates in the activities and functions as a member of the Team, and maintains the competencies necessary to conduct Maternal Child Health visits as assigned.

**Requirements:**

Graduate of an accredited school of nursing, BSN preferred with current licenses to practice nursing in Massachusetts. Demonstrated skill and at least three years experience in postpartum/newborn nursing care, along with excellent interpersonal, communication and organizational skills. RN's in this position are required to demonstrate competency in IV and Phlebotomy within one year of their date of hire. Valid Driver's license is required.

Position is located at the Baystate VNA & Hospice, 50 Maple Street, Springfield.  
This is a full time position; hours of operation are 8:00 - 4:00 p.m. Monday - Friday.

Interested professionals please submit your application and resume on-line, [www.baystatehealth.org/jobs](http://www.baystatehealth.org/jobs) position number 55587

Phone: 413-794-3666

## Neighbor to Neighbor Massachusetts

About Neighbor to Neighbor Massachusetts (N2N-MA): N2N-MA has been building power in low-income and working class communities around economic justice issues since 1996. Our community organizing model includes voter registration and education, public policy advocacy, electoral campaigns and the development of sustainable grassroots leadership. The Working Family Agenda – good jobs and wages, education and training, affordable child care, health care and housing, and a welfare safety net – is the cornerstone of our program.

**Main Responsibilities of the Position:**

- Work with local members to carry out statewide and local policy campaigns (ex: CORI Reform Campaign) and Voter Empowerment Campaigns by:
- Facilitating strategy discussions and setting goals with members,
- Doing recruitment and outreach to the local community, and
- Working with members to implement tactics and reach campaign goals
- Develop leadership skills of membership base.
- Provide technical (computer) support to local organizers and members
- Work closely with statewide staff and membership to ensure that organizing work in chapters across the state is well coordinated.
- Conduct fundraising & local media work under supervision of Fundraising Director.

- Sustain & Strengthen local coalition of community organizations allied with N2N.
- In collaboration with our Training and Fundraising department, develop trainings to teach organizing, fundraising, and media skills to the local organizers and active members.

### **Salary Scale and Benefits:**

Salary of low- to high-30s yearly, DOE. Benefits include health care, pension, and 3 weeks paid vacation. Deadline February 28, 2010. Rolling applications accepted.

### **Requirements:**

#### Qualifications and Experience

Passion for social change and political empowerment of low-income, working class people. Experience doing outreach work in communities of color. Excellent writing, computer, and interpersonal communication skills. Demonstrated commitment to building unity in multi-racial community. Skilled in fundraising. Experience in issue, labor, electoral or community organizing. Supervisory experience preferred. Fluency in Spanish.

### **THE CARSON CENTER FOR HUMAN SERVICES -- WESTFIELD, MA**

**HUMAN SERVICE** Come Join Our Growing Child and Family Teams! The Carson Center for Children and Youth seeks qualified candidates for the following positions: Full-time Masters Level Outreach Clinician (s) In-Home Therapy Services Program (IHTS) seeks clinician (s). Flexible schedule required in order to meet the unique needs of each family. Responsibilities include family assessments, development of strengths-based treatment plans, psycho-education and skills training, crisis intervention, individual and family therapy. Master's degree in social work, psychology or related field. License or license eligible. Therapeutic Mentor (s) The Holyoke/Westfield CSA seeks mentors to work with youth, including a large population of adolescent males, in their homes and other community settings to offer individualized, strengths-based services to address issues of daily living, social and communication skills, problem-solving, and conflict resolution. Family Partner (s) The Holyoke/Westfield CSA seeks family partners to provide family support and training to families in their homes and community settings. Responsibilities include developing a one to one, strengths-based relationship with a parent / caregiver designed to meet the unique needs of each youth/family. Care Coordinator (s) to provide care coordination to youth/ families in their homes and community settings. Responsibilities include the development and convening of care planning teams, coordination and monitoring of goals/ services and direct work with families to implement plans. The above positions are full time with benefits & require some evening and weekend hrs. Spanish speaking is a plus and must have a valid MA driver's license and car. Please respond to [mhowes@carsoncenter.org](mailto:mhowes@carsoncenter.org) or Search Committee, 20 Broad St, Westfield, MA 01085 EOE

### **Accounting Assistant**

Contract position is for approximately 3 months. Qualified candidates must possess proficiency in Data Entry, MS Excel, MS Outlook, MS Word, some filing, proofreading and excellent communication skills.

You will be working with company's annual statements, preparing and reviewing annual reports, audits and requests with full time hours (some evenings and weekends required).

**Requirements:**

- Under Graduate Degree required
- MS Office
- Accounting experience
- Excellent organizational skills
- Excellent communication skills (writing, speaking & listening)
- Attention to Detail

This position is offered through Johnson & Hill Staffing Services.

Please forward your resume for consideration to [scott@jhstaffing.com](mailto:scott@jhstaffing.com)

Phone: (413) 746-3535

Address: 95 State Street

Suite 501

Springfield, Massachusetts 01103

**The Salvation Army**

Location: Holyoke, Massachusetts 01040 United States

Job Status: Part Time

Shift: 1st Shift, After School

The Salvation Army is looking for a part-time Bridging the Gap Director for its Holyoke Corps. Director will be responsible for directing, executing program, leading classes, updating curriculum, fundraising, recruiting and marketing for the Bridging the Gap program (a 12-week life skills course for at-risk youth ages 12-17). Candidate must have passion for teaching/mentoring youth, be self motivated and able to work with minimal supervision. Must have good organizational skills, strong networking skills, experience in developing and coordinating small youth groups and program development experience is preferred.

**Requirements:**

B.A. or Associate's Degree required, preferably in Social Work, Psychology, Criminal Justice or related field. Proficiency in Spanish is preferred. A minimum of one-year experience working with at risk youth and knowledge of juvenile justice system is preferred. A valid Mass driving license is a must.

Contact: Tom Savastano

Phone: 339-502-5961

Fax: 339-502-5977

Address: 25 Shawmut Road

Canton, Massachusetts 02021

## Supervising Teacher Smith College Campus School

Smith College seeks a Supervising Teacher (lower elementary grades 2-3) to assume responsibility for a classroom. Participate in accomplishing the work of and maintaining the overall wellbeing and quality of the school. Participate in accomplishing the academic mission of the college and the Department of Education and Child Study.

### DUTIES AND RESPONSIBILITIES:

1. Plan and implement a curriculum appropriate for assigned grade level. Complete written progress reports, conduct conferences with parents, and communicate students' progress and issues to parents throughout the year. Work closely with teachers, specialists in the school (music, art, Spanish, P.E. and technology teachers; librarian; learning specialist; consulting psychologist) and administrators.
2. Participate in school wide curriculum development and documentation. Participate in school wide professional development programs/activities. Participate in school and class events (e.g. open house, parent nights, assemblies, graduation).
3. Mentor student teachers and Teaching Fellows. Work cooperatively with Smith College faculty and students who are conducting research, observing in classrooms or carrying out practicum assignments in classrooms and participate in courses taught by the Department of Education and Child Study. Other related responsibilities as may be assigned by the Campus School administration.

### Requirements:

Bachelor's Degree and Massachusetts teacher licensure plus two years of classroom experience or the equivalent. Graduate degree preferred.

### Skills:

- Knowledge of major subject matter areas and relevant pedagogies. Strong organizational skills. Able to clearly articulate educational philosophy, program and classroom practices. Strong interpersonal skills. Able to work effectively with a wide range of students and adults and as a member of a team.

To be considered for this position apply on-line at <http://jobs.smith.edu/applicants/Central?quickFind=51558>

Smith College is an equal opportunity employer encouraging excellence through diversity.

## Part Time Administrative Assistant

GLENMEADOW RETIREMENT COMMUNITY is looking for a highly motivated person with a desire to learn and grow in a small company which obtains government grants and helps elders by improving their living conditions. Part-time - 5 days per week, 5 hours per day. Rate of pay is \$12.50/hour.

- Applicant must possess excellent writing and communication skills including advanced computer skills in Excel, Word and Outlook. PowerPoint Plus knowledge is highly desirable.
- Would oversee data management, answering phones and scheduling.

Apply via e-mail to [sclegg@glenmeadow.org](mailto:sclegg@glenmeadow.org), or by fax to (413)567-7945

## Sales Administrative Assistant

Canson, Inc. is currently seeking a qualified candidate for a 30 hr/wk (potential full time position) as a Sales Administrative Assistant. The candidate must effectively manage multiple sales projects and coordinate goals and objectives between sales, marketing and operations. The candidate must have the ability to work in a high stress environment, prioritize continuously incoming tasks, possess excellent verbal and written communications skills and have knowledge of Microsoft Excel, Word, and PowerPoint. Compensation is competitive, based on experience.

Contact: Alissa Welch

Phone: 413-540-3506

Fax: 413-535-1963

Address: 21 Industrial Drive

South Hadley, Massachusetts 01075

## Paid Summer Internship

**Duration:** July 5 - August 5, 2010

**Location:** Hangzhou City, Zhejiang Province, China

Internship Credit: 3 credit hours plus a TESL Certificate for good teachers.

**Organizers:** U.S. Chinese Culture Center (USCCC) with partner schools in China. USCCC will do all the paperwork for you; including getting you a Chinese visa and reserve your international round-trip flights to China at group rate (you pay for your own international round-trip airfare).

**Basic Qualifications for Counselors:** College students or college graduates, age 18-60 and healthy English speakers without any accent.

**Benefits:** 4,000 RMB Yuan stipend. Free furnished apartment or hotel room (double occupancy for teachers), and free meals at the camp are included along with free tours in and around the camp city during your pre-camp training and weekends. Free Chinese classes.

**Camp Students/Campers:** K-10 students. American Teachers and parents are welcome to go with their students as paid Camp Counselors.

Please Register Online Now: [www.ChineseCultureCenter.org](http://www.ChineseCultureCenter.org)

Parents, relatives and friends are also welcome to go with their students to the summer camps in China as paid summer camp counselors.

### **Mental Health Staff** – full time or part time

Mental health staff and relief staff needed to provide outreach services to adults with persistent mental illness. Services delivered through a client centered process that increases independence & stability in the community. Duties include: med administration, transportation, crisis intervention, and documentation. Responsible /dependable and organized, w/professional attitude required. Must have car for work use. \$10.97/ hour + ex. benefits. Send resume: CRP Program Manager, 622 State Street, Springfield, MA 01109

### **Teach English in China**

#### **All Majors Welcome**

**[www.ChineseCultureCenter.org](http://www.ChineseCultureCenter.org)**

(803) 252-9086

Basic Requirements for Teaching English in China:

- a) Standard English speakers without any accent;
- b) BA /BS degree or higher (Summer Internships available for in-school students);
- c) Age: 20-65.

Benefits for you:

1. Free Round-trip international airfare paid by your host school if you teach at the same school for one academic year.
2. Free furnished-apartment usually on school campus, with a bathroom, a bedroom, a living room, TV, phone, air-conditioning/heating, and cooking utensils, etc.
3. Well-paid positions with free Chinese lessons.
4. Paid three-week Winter Vacation
5. Travel stipends of 2200 RMB Yuan

Required Application documents:

- a) Online registration on our website: [www.ChineseCultureCenter.org](http://www.ChineseCultureCenter.org)
- b) A one-page resume emphasizing your teaching related experiences if any.

Chinese Culture Center certified by the China State Administration of Foreign Experts will take care of the tedious and complicated application procedures for you. Please register online:

[www.ChineseCultureCenter.org](http://www.ChineseCultureCenter.org)

If you don't have a passport yet, please call your local main post office to apply for one ASAP.

(US) Chinese Culture Center

1708 Greene Street

Columbia, SC 29201, USA

(803) 252-9086

[www.ChineseCultureCenter.org](http://www.ChineseCultureCenter.org)

[usccc@ChineseCultureCenter.org](mailto:usccc@ChineseCultureCenter.org)

## **DENTAL RECEPTIONIST**

**Employer:** Ethical Dentist

**Location:** Springfield, MA United States

This is your chance to join a highly skilled professional dental team. Full time 4 days a week with benefits. Dental experience and computer skills required, Eagle Soft a plus. Must be upbeat, positive with a can do attitude. Send resume to: [Ethicaldentist@hotmail.com](mailto:Ethicaldentist@hotmail.com)

## **INSTRUCTOR**

\$12.00/HOUR No weekends, nights or holidays. A P/T 27.5 hours/wk. pos. is avail. in our day program serving adults w/ developmental disabilities, location in West Springfield. 34 paid days off per year and part. paid health, dental, life and disability. 2 years experience required in a program serving people w/ developmental disabilities, as well as good writing skills. Fax Resumes or Letter of Interest to 413-734-3038 . EOE/AA/ADA. No Phone calls.

## **RESIDENT SERVICE COORDINATOR**

Resident Service Coordinator in affordable housing. WinnResidential is seeking a Resident Service Coordinator in the Springfield area. Full time position to provide outreach, assessment, and intervention to residents regarding family and social issues. Build partnerships with community agencies & service providers to benefit residents. Work closely with property management team and residents to promote self sufficiency. Social service management background, experience with grant writing, and subsidized housing helpful. Bilingual preferred. Great salary & benefits. Please send resume, cover letter, and salary requirements to RSC Position, P.O. Box 4623 Chicopee, MA 01014.

## **PART TIME LEGAL SECRETARY**

Employer: Attorney Beaumier. Fax resume to: 413-731-7935 or email to [abeaumier@aol.com](mailto:abeaumier@aol.com)

## **ADOLESCENT SERVICES COORDINATOR**

Location: Springfield MA Responsible for gang prevention and youth mentoring programs. Will recruit, supervise and match mentoring volunteers. Qualifications Bachelor's Degree preferred. 1-3yrs experience with group program design and diverse youth. Email resume to: [zjohnson@dunbarma.org](mailto:zjohnson@dunbarma.org).

## **ASSISTANT DIRECTOR YOUTH DEVELOPMENT**

Location: Springfield MA

Oversees the management of several youth programs, supervises staff and builds community coalitions. Demonstrated ability in implementing evidence-based youth &/or mentoring models. Qualifications Master's Degree preferred. 3+yrs of supervisory experience. Email resume to: [zjohnson@dunbarma.org](mailto:zjohnson@dunbarma.org).

## **PARALEGAL**

Employer: Schmidt & Sikes, Location: Northampton MA. A challenging position in a small, fast-paced, law firm. Bachelor's degree with good analytical, writing and interpersonal skills required. Excellent salary and benefits. Mail resume and cover letter to Schmidt & Sikes, 16 Center St., Northampton, MA. 01060-3031. No phone calls, please

## **CUSTOMER SERVICE REPRESENTATIVE**

### **LIBERTY MUTUAL – SPRINGFIELD MA**

The hours for this position are: 3:00 pm - 11:00 pm weekdays. Our schedule includes working every Saturday. (five day work week). Training will be Monday - Friday from 10 am - 6 pm.

As a Customer Service Representative, you will perform a full range of customer service activities such as obtaining information from policy holder callers, responding to inquiries or problems and explaining processing procedures.

#### **Responsibilities:**

Provide exceptional customer service by responding to all inbound customer calls and written correspondences.

Build rapport with each customer. Actively listen to customers requests and inquires.

Retain policyholders who inquire about canceling through open listening, negotiation and policy review.

Proactively identify and communicate policy transactions and impact to customer billing.

Evaluate and make decisions regarding exceptions to payment plan and fees.

Make alternate payment arrangements.

Manage and utilize time effectively to ensure department meets requires service levels for improved customer satisfaction results.

#### **Qualifications:**

Associates degree in business related field or equivalent training or a minimum of 6 months related work experience.

Prior customer service experience is preferred.

Appropriate licenses upon hiring/training, along with passing a Proficiency Assessment required.

Knowledge of insurance products, plan and programs in a customer service environment a plus.

Excellent communication and interpersonal skills are required.

Ability to review, record and organize data from a variety of sources with no prescribed format is essential.

**Please apply directly online at [libertymutual.com](http://libertymutual.com)**

## **HOUSE DIRECTOR**

**Location: Amherst MA.** Hampshire College, an independent, innovative liberal arts institution and member of the Five College Consortium, is accepting applications for a House Director.

The House Director provides principal leadership for a first-year college residence hall. Creates community inclusive of diverse populations; provides non-clinical counseling; takes part in after-hours emergency response rotation; plans academic and social programming; supervises student residential

staff; enforces policy; administers housing procedures. Qualified candidate must be able to respond to emergency and crisis situations relating to students.

This is a residential, 10-1/2 month (housing provided for 12 months), appointment with an employment cycle of August 1st to June 15<sup>th</sup>. Bachelor's degree and 1-2 years professional experience beyond the bachelor's level in residence life or student leadership in a college environment is required. Master's degree is preferred. Candidate must be able to accommodate a flexible work schedule, have valid U.S. driver's license, and be able to go up and down stairs.

We offer a competitive salary and benefits program. Applicants should submit a cover letter, resume, and names/phone numbers of three professional references to [search-housedirector@hampshire.edu](mailto:search-housedirector@hampshire.edu). [www.hampshire.edu](http://www.hampshire.edu) Hampshire College is an equal opportunity institution, committed to diversity in education and employ

### **ASSISTANT COORDINATOR**

HAP Housing, a multi-service regional non-profit housing agency, is seeking an Assistant Coordinator to oversee the day to day operations of a 24 hr family shelter. Responsibilities include: staff supervision, planning and facilitating educational workshops and group activities, intake and assessment, case management and service coordination for homeless families. Strong candidates will have: supervisory experience, related experience with homeless families, case management, and housing programs; excellent organizational, verbal and written communication, and computer skills; knowledge of local community & service provider network; & a reliable car. Bachelor's degree preferred. Bi-lingual (Spanish /English) a plus. Wage betw \$16.01-18.74/hr plus excellent benefits. Resumes accepted until position is filled. Send cover letter & resume to [HR@haphousing.org](mailto:HR@haphousing.org) or Human Resources HAP Housing 322 Main Street Springfield MA 01105 HAP is an EOE/AA employer committed to promoting diversity in its work force.

### **HUMAN SERVICE THERAPIST**

Human Services New Hope Manor Therapist Needed for in home based services for children and families. Must have a MSW or MFT Degree. Exp with substance abuse and Bi-lingual a plus. EOE Mail, fax or e-mail resume: New Hope Manor 48 Hartford Road Manchester, CT 06040 (860) 533-9323 [hr@newhopemanor.net](mailto:hr@newhopemanor.net)

### **PSYCHIATRIC NURSE**

20-hour Part Time for Springfield based intensive outreach program. Work as part of a multidisciplinary team providing comprehensive support services to adults with serious psychiatric and substance abuse disorders. Salary \$27,500 - 29,000. Excellent benefits. Send resume to CBFS Nurse, Community Re-Entry Program, 622 State Street, Springfield, MA 01109 by March 26, 2010

Employer: Baystate Health

Location: Springfield, Massachusetts United States

Last Updated: 03/02/2010

Job Status: Full Time Employee

**Job Description**

Social Worker, LICSW

Family Advocacy Center,

Full Time (36 hours) Days/Evenings

An accredited Children's Advocacy Center and recipient of a \$1 million grant emphasizing Trauma Focused Cognitive Behavioral Therapy (TF-CBT), Baystate Health's Family Advocacy Center at Baystate Children's Hospital has an immediate opportunity for a Licensed Independent Clinical Social Worker (LICSW) to join our team of therapists who provide individual, family and group treatment to children and adolescents who have experienced trauma related to abuse.

**Position:**

Under the direction of the Medical Director and Clinical Supervisor, the Family Advocacy Social Worker performs a wide variety of duties involving patient evaluation, case management, treatment, discharge planning and documentation. Incumbent is expected to adhere to System and department compliance policies and any applicable laws and regulations.

**Summary of essentials:**

Provides a comprehensive age-specific, psychosocial assessment of patients, including social, psychological, cultural, environmental and financial information and utilizes this information to develop a psychosocial treatment plan. Incorporates cultural and spiritual variables into the assessment. Provides counseling services to patients and families. Utilizes diverse counseling techniques to help patients and their families deal with their circumstances more effectively. Demonstrates strong social work skills. Demonstrates skill of collaboration, advocacy and linkage as they relate to patient care. Provides patients and families with information on community resources and appropriately refers patients/families to identified resources. Participates in in-patient and family educational efforts. Adheres to the department policies and procedures. Meets productivity standards.

**Requirements:**

Minimum Masters Degree in Social Work (MSW) with two years experience. A Massachusetts LICSW is required for this position. Experience with child trauma related to abuse strongly preferred. Bilingual, bicultural therapists are strongly encouraged to apply.

Please include resume with on-line application. Hours are flexible; must be available to work two to three evenings per week as clients are generally scheduled after school hours. Position is exempt, filling at 36 hours per week.

Interested professionals please apply on-line, [www.baystatehealth.org/jobs](http://www.baystatehealth.org/jobs) position number 55779.

Contact: Mike

FOR THE FOLLOWING SIX POSITIONS PLEASE EMAIL RESUMES TO  
[michelec@accountingnow.com](mailto:michelec@accountingnow.com)

### **ACCOUNTS PAYABLE**

Our client in the Greater Northampton area is looking for someone part time, contract to hire. Local non profit needs an accounts payable clerk who will also work in GL and assist in grant accounting.

Requirements are:

Detail orientation

Microsoft Office

Arithmetic skills

1 to 2 years accounts payable experience for a non profit

Pay- 12-14/hr

3 days a week - 12 to 20 hours a week

Must be able to work on MONDAYS, other 2 days are flexible.

### **COMMERCIAL LENDING ASSISTANT**

Our client in the Greenfield area is looking for a commercial lending assistant contract to hire full time for a local bank branch. This person is assisting the commercial loan reps with support, paperwork and whatever is needed.

Requirements are:

Customer service attitude

Legal or paralegal background

Detail oriented

Commercial lending experience

MS Office knowledge

Salary range is 38- 42K to start but may increase upon hire.

### **BANK TELLER**

Our client in the Greenfield area is looking for a part time contract to hire bank teller. This is a great opportunity to get into a growing organization. Tellers are the face of the bank and are very valuable to their future success.

Requirements are:

Outgoing personality

Dedication and good work ethic

Cash handling skills

Good computer knowledge

Salary to start is \$9 - \$10 per hour. Days and hours are flexible.

### **BOOKKEEPER**

A growing organization in the Springfield area is looking for a full time contract to hire bookkeeper. This is a small organization that needs someone to jump in and grow with the job. They are needing someone with an entrepreneurial mindset who can bring ideas and confidence to the office.

Requirements are:

Positive attitude

A sense of urgency

QuickBooks and Excel knowledge

1 - 2 years of bookkeeping experience

AS Degree in Accounting or related field

Salary is dependent on experience. Hours are Monday through Friday 830 to 430.

### **CUSTOMER ACCOUNTS REPRESENTATIVE**

Our client in the Holyoke area is looking to add bright ambitious people to their collections team. This is a long term, full time contract position that could turn into a permanent career. It is fast paced and very production driven.

Requirements are:

AS or BS Degree in Accounting, Finance or similar field

Good customer service skills

Pass the client's credit screening process

Cash handling experience a plus

Good math and typing skills

Some Saturday hours and evening hours are required.

Recent grads are encouraged to apply

Starting pay is \$11 - 12.50 per hour.

### **ACCOUNTS PAYABLE**

Our client in the Deerfield area is looking for a full time accounts payable coordinator. This is a contract to hire position. They will need someone to complete invoicing and data entry for their department.

Requirements are:

Knowledge of Excel

Comfortable with GL

Strong attention to detail

3+ years of accounting experience

Position is 37.5 hours per week and pay is \$13 to \$16 per hour.

### **COUNTRY DESK ASSISTANT**

The following job is on the Peace Corps website. If you are interested in applying please login to the Peace Corps jobs site at: <http://www.avuedigitalservices.com/pc/applicant.html>

Once you have logged in, please enter the code OPNFH into the "Reference Code" field in the top right on the screen.

EMPLOYER: Peace Corps

LOCATION: Washington, Dist of Columbia

SALARY RANGE: \$42,637.00-\$62,614.00

CLOSE DATE: 03/16/2010

ANNOUNCEMENT NUMBER: DPC10-A0064-JP

OPENING DATE: 03/02/2010

PROMOTION POTENTIAL: 06

AREA OF CONSIDERATION: US citizens

WORK SCHEDULE: Full Time

TIME LIMIT: Term, not to exceed 30 Months

CONTACT NAME: Avue Help Desk

CONTACT PHONE NUMBER: (800) 407-0147

CONTACT EMAIL: [joeavue@avuetech.com](mailto:joeavue@avuetech.com)

**DUTIES:**

This position is located in a Country Desk Unit of the operations division of the Africa Regional Office. The Country Desk Unit serves as the Peace Corps/Washington representative of overseas staff, trainees, and volunteers. The Country Desk Assistant (CDA) provides administrative coordination, operational support, and program assistance as part of a country desk unit managing support for a number of countries in a sub-region of Africa.

The employee will receive unique exposure to theories and practices of sustainable international development not available for an entry-level position at most organizations. The employee performs analysis on programming, training, and budgetary documents from the overseas posts and presents the information to various stakeholders at Peace Corps headquarters. The employee is often regarded as a subject-matter expert when advocating for the assigned overseas posts. This position will provide a solid foundation for having a thorough understanding of a specific geographic region of the world. The work performed is dynamic and presents new challenges daily.

The CDA position at large will assist the Africa Region with day-to-day management and administration of all activities affecting Peace Corps programs in the region, including but not limited to preparation for new-country entries, handling issues of political instability, transportation and communications challenges, isolation of the staff and Volunteers, and natural disasters.

Successful candidates are required to possess ability for multi tasking on detail-oriented tasks as this position focuses on tracking multiple issues concurrently for the overseas posts supported. One key element of supporting the overseas posts is to advocate for the needs and requests of the posts. This includes making verbal presentations to groups of headquarters staff as well as Peace Corps Volunteer Trainees at the orientation seminars ('Staging's'). A strong work ethic, flexibility, and ability to work in a team are also needed since one of the primary duties of the CDA will be to assist in the development of effective policies. Candidates must also possess cross-cultural sensitivity as the CDA position interacts frequently with host country staff at posts. Due to the locations of the orientation seminars ('Staging's') of the Volunteers the incumbent may expect periodic domestic travel.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to research data, summarizes data, and coordinates programmatic and operational issues.

Ability to plan assignments, prioritizes workload, and coordinates program activities.

Knowledge of database and spreadsheet management.

Ability to communicate in writing.

Ability to analyze and evaluate documents to ensure conformance with established criteria.

Knowledge of cross-cultural, human/social services or community relations (preferably in the Africa Region).

## **DIRECTOR OF FINANCE AND ADMINISTRATION**

### JOB DESCRIPTION

Reporting to the Executive Director, the Director of Finance and Administration directs the finance, information technology, facilities, and human resources departments of The Food Bank. This position provides strategic management to The Food Bank, serves on the senior management team and supervises departmental management staff.

### GENERAL RESPONSIBILITIES

1. Responsible for planning, directing or implementing, and evaluating all financial management functions, from daily bookkeeping, journals, valuing inventory, general ledger, trial balance, reconciliation of all bank statements, period and year-end ledger closings, maintaining bank accounts, line of credit, endowment administration, optimal cash flow management, and proper filing, storage, and retention of financial records. Accountable for internal audit controls, fiduciary risk awareness and fraud risk monitoring.
2. Oversees preparation of timely financial reports for Executive Director, staff directors, managers, and board of directors, including statement of revenue and expenses, changes in net assets, balance sheet, capital expenditures, and financial information and assistance as necessary to departments for analysis of income and expense.
3. Responsible for draft preparation and monitoring of budgets, including:
  1. Researches, prepares, and revises drafts of annual Food Bank operating and capital budgets, cash flow projections, and staff compensation supporting schedules
  2. Provides continual improvement of the budget-making process through education of department managers on financial issues
  3. Designs and monitors cost allocation plan
4. Along with the Executive Director, meets with the Finance and Audit Committees, and serves as staff for these committees, working together to prepare annual budgets and when necessary capital budgets and financing options.
5. Supervises annual audit with certified public accountants
6. Directs all payroll functions, including payroll tax filings, and compliance, ensuring that all withholdings and pension payments are properly remitted.
7. Reviews annually with Executive Director the liability-related insurance policies and determines gaps in coverage. Serves as resource to executive director, managers, and board of directors in all financial matters, including: contracts, purchase of services, outside consultants, financial software, and other major expenditures.
8. Oversees management of facilities functions to include maintenance of facilities, grounds, trucks and equipment.
9. Oversees development and implementation of the organization's safety programs.
10. Oversees all IT related activities for The Food Bank including overall planning and operation of the computer network and all systems and technology; ensure the continuity and integrity of computer and technology services for employees.
11. Oversees all human resources functions to include organizational development, hiring, staff retention programs, professional development, staff recognition, some internal volunteer management, and employee relations.
12. Directs the organizational administration function to include office administration and mail functions.

13. Responsible for all organizational information security to include oversight of information security program development, monitoring and training functions.
14. Oversees maintenance of departmental procedure manuals.
15. Supervises, supports, evaluates and mentors staff.
16. Other duties as assigned by the board of directors and executive director.

#### JOB SPECIFICATIONS/REQUIREMENTS

1. Minimum ten years managerial experience in accounting
2. Well-organized individual with high ethical standards and an appropriate professional image
3. An articulate individual who can relate to people at all levels of an organization with excellent communication skills
4. B.A. or B.S. degree
5. Ability to read, analyze and interpret complex documents
6. Ability to respond effectively to sensitive inquiries
7. Proficiency with Excel, MS Office, and several accounting programs
8. Ability to manage operating budget of \$5,000,000.

#### PREFERENCES

- C.P.A. or Master's degree in accounting or business
- Experience in non-profit or government accounting environment
- Demonstrated interest in social service

#### REPORT TO: Executive Director

The Food Bank of Western Massachusetts is an equal opportunity employer encouraging excellence through diversity. Please mail resume and letter of interest to: The Food Bank, PO Box 160, Hatfield, MA 01038 or email at [jobs@foodbankwma.org](mailto:jobs@foodbankwma.org) Search will continue until position is filled.

The Food Bank is a fragrance free workplace. We ask that all candidates invited to interviews refrain from wearing strong fragrances or perfumes.

**Community Enterprises, Inc., a progressive multi-state human service organization, supports individuals with disabilities to actively live, learn, and work in the community.**

**Title:** Vice President Administration and Finance/CFO  
**Salary:** \$87,263 - \$93,113  
**Work Location:** Northampton, MA  
**Hours:** Minimum of 37.5 hours per week  
**Type of Program:** Administration and Finance

## **Competencies and Job Specifications**

### 1. Executive Management

- Serve as a member of executive leadership team
- Participate in key decisions pertaining to strategic initiatives, operating model and operational execution
- Lead and perform special projects including supervision of start-up departments as determined by the Board of Directors or the Chief Executive Officer

### 2. Financial Planning and Analysis

- Prepare and maintain regular financial planning reports; Monthly profit and loss forecast by division (vs. budget)
- Complete analysis of financial results; Develop recommendations (strategic and tactical).
- Develop and execute analysis of various business initiatives
- Develop and maintain capital budget.

### 3. Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

### 4. Planning, Policy, and Board Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Engage the finance committee of the board of directors to develop financial plans and projections.
- Represent the company to financial partners, including financial institutions, auditors, public officials, and the like.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

### 5. Accounting and Administration

- Oversee the accounting department including the supervision and the development of the staff to ensure proper maintenance of all accounting systems and function including all billing, payables, receivables and payroll.

- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state, city funders and board of directors
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

#### 6. Team Management

- Mentor and develop a staff of eleven, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team
- Guide larger, cross-divisional teams outside of direct span of control for the betterment of the organization

#### 7. Accounting Activities

- Oversee preparation of month-end and year-end financial statements
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations
- Enhance and implement financial and accounting systems, processes, tools and control systems
- Serve as final point of escalation for Accounts Receivable/Accounts Payable Issues
- Manage preparation and support of all external audits in a satisfactory manner

#### 8. Cash Management

- Oversee weekly cash management including disbursement approvals
- Oversee receivables including any collection activities

#### 9. Insurance/Banking/Real Estate/Legal Affairs

- Manage the company's insurance program with appropriate consideration for organization risks
  - Manage the company's banking relationship including operating accounts, mortgages and line of credit
  - Manage the company's real estate affairs including on-going lease arrangements and negotiations for new leasing arrangements
- Serve as a point of contact for outside legal counsel for matters as determined by the CEO

#### 10. Technology

- Maintain and/or develop finance and accounting software.
- Work closely with Senior Managers in securing state of the art technology and systems.
- Manage relationship with Technology support providers.

### **Requirements:**

#### Job Requirements of Chief Financial Officer

1. A minimum of a MBA in business or finance; a CPA and/or JD would be a plus.
2. At least five years experience as CFO or senior manager, preferably in a nonprofit organization with a budget of at least \$10 million.
3. Deep knowledge and understanding of state Medicaid reimbursement systems.

4. Experience working with information technology staff to manage finance and accounting software packages.
5. Excellent written and oral communication skills.
6. Demonstrated leadership ability, team management, and interpersonal skills.
7. Excellent analytical and abstract reasoning skills, plus excellent organization skills.
8. Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
9. Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting. Experience with federal and state contracting systems.

**Excellent Benefits Package:**

- \* Medical insurance
- \* Generous paid time off for vacation and holidays
- \* Dental insurance
- \* Flexible work schedule
- \* 403(b) retirement plan
- \* Domestic partner benefits
- \* Life insurance
- \* Great work environment with team approach
- \* Disability insurance
- \* Professional & personal growth

Applications accepted until March 26, 2010 or until position is filled. Interested applicants please submit cover letter and qualifications to:

Richard Venne, President/CEO  
Community Enterprises, Inc.  
441 Pleasant Street  
Northampton, MA 01060  
[dvenne@communityenterprises.com](mailto:dvenne@communityenterprises.com)

***CEI is proud to be an affirmative action/equal opportunity employer***

[www.communityenterprises.com](http://www.communityenterprises.com)

**PSYCHIATRIC NURSE**

Psychiatric Nurse needed 20-hour Part Time for Springfield. based intensive outreach program. Work as part of a multidisciplinary team providing comprehensive support services to adults with serious psychiatric and substance abuse disorders. Salary \$27,500 - 29,000. Excellent benefits. Send resume to CBFS Nurse, Community Re-Entry Program, 622 State Street, Springfield, MA 01109 by March 26, 2010

**ACCOUNTANT**

Local distributor has a position for an accountant. College degree and 3yrs experience in financial statement preparation, A/P and A/R required. Position includes some H/R responsibilities. Excellent benefits. Send resume to: Attn: Accounts Payable Commercial Distributing Co., P.O. Box 1476 Westfield, MA 01086-1476

## **Senior Finance Officer**

**Employer: BOTCTC -- CT Community-Technical Colleges**

**Location: Hartford, Connecticut 06101**

**Last Updated: 03/04/2010**

**Job Type: 1st Shift, Full Time Employee**

System Office Finance Department of twelve-college state higher ed. system seeks high level finance professional for leadership role in the overall management of the \$475 million CCC system operating budget. Incumbent must operate with a high level of self sufficiency, advocate for and represent the system with external oversight agencies, and work closely with, and provide guidance to, college finance professionals, to maximize the availability of system resources and contribute to sound fiscal management. May also perform complex grants management, procurement, contract compliance, business office and related financial management functions. May supervise or provide leadership to staff. Master's Degree in Finance, Business or other relevant discipline, with minimum two years' related professional experience, and some

supervisory experience preferred; demonstrated ability to perform complex and creative budget analysis, modeling, development, implementation, allocation and oversight work in large, multi-location organization; demonstrated ability to provide effective assistance and support to diverse end user community and politically adept liaison with external agencies and organizations; demonstrated knowledge and use of complex, fully integrated and automated financial and human resource management information systems; advanced knowledge and use of personal computing office applications including Excel spreadsheet modeling, presentation, file extraction, report-writing and analytical tools. Excellent business writing and interpersonal skills are required along with strong proactive work ethic and technical expertise. Knowledge of higher education budget issues related to collective bargaining, college operations, tuition- and fees-setting, faculty budgeting, cost analysis and other special topics a plus.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position, and to provide appropriate references.

Approximate minimum salary \$66,523 annual. Submit letter of intent, resume and the names of three references by email to [mclaffey@commnet.edu](mailto:mclaffey@commnet.edu) or by mail to **Sr. Finance Officer Search/Budget, Board of Trustees of Community-Technical Colleges, 61 Woodland Street, Hartford, CT 06105**. Application Deadline: April 5, 2010.

*The Board of Trustees of Community-Technical Colleges is an Affirmative Action/Equal Opportunity Employer; M/F.*

*Protected group members are strongly encouraged to apply.*