

CLERICAL

ACCION East & Online

Rate of Pay
\$8.00 p/h

Supervisor Name Elenor Denker	Sup. Telephone # & email/location 646-833-4537 gbecker@accionusa.org 80 Maiden Lane #903 New York, NY 10038	Borough New York	AC # 23928	LC # 0001	# Std Request 1
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Title Customer Service	Duration 09/01/2013 – 05/31/2014	Qualifications/Special Skills Interest in microfinance/small business preferred
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Min-max h/w (times) [Work is available during the following hours] 10-20 (9am – 5pm)	Job Description Assist billing and asset recovery departments with administrative tasks, including electronic paper file systems management, mail merge creation, updating internal templates and other related duties as needed	Other persons familiar with the FWS program N/A
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Work on weekends: NO	Work in the evening: NO	Transportation: Subway- 2, 3, 4, 5 to Wall Street. A, C to Fulton Street. NYC bus
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The Center for Arts Education

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Robert Kudyba	212-971-3300 rob@caenyc.org 266 W. 37 th St., 9 th flr NY, NY, 10018	Manhattan	23725	0001	1

Title	Duration	Qualifications/Special Skills
Office Assistant	6/1/13– 5/31/14	computer skills, Microsoft Office

Min-max h/w (times) [Work is available during the following hours] 5-15 (9:30am-5:30pm)	Job Description General office tasks including, but no limited to: filing, copying, answering phones and data entry.	Other persons familiar with the FWS program Claudia Camacho 212-239-7810 Claudia@caenyc.org
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Work on weekends: NO	Work in the evening: NO	Transportation: A, C, E
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Columbia University

Supervisor Name Ellen Spilker, Aracelis Cuevas, Ideta Daniel
Sup. Telephone # & email/location (212) 305-4100 Ac391@columbia.edu 630 W. 168th Street, BB1-139, NY, NY, 10032
Borough Manhattan

Rate of Pay \$8.00 p/h
AC # 18392 **LC #** 0001 **# Std Request** 1

Title Administrative Assistant
Duration 6/1/13 - 5/31/2014

Qualifications/Special skills Must know Microsoft Office.

Min-max h/w (times)
[Work is available during the following hours]
 20-25 (9am-5pm)

Job Description
 Filing, data entry, mailing, messenger, assisting the administrator with projects as needed.

Other persons familiar with the FWS program
 N/A

Work on weekends: NO	Work in the evening: NO	Transportation: IRT 1, 9, A, C
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Cortelyou Early Childhood Center

Rate of Pay

\$8.00 p/h

Supervisor Name
 Sophia Francis/
 Simone Fearon-
 Robinson

Sup. Telephone # & email/location
 718-282-6077
 Info@mycecc.com
 1110 Cortelyou Road

Borough

Brooklyn

AC #

30267

LC #

0001

Std

Request

1

Title	Duration	Qualifications/Special skills
Accounting Assistant	1/16/2014 – 5/31/2014	Comprehensive knowledge of accounting software.
Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
10 - 20 (9am-5pm)	Accounting assistant will help to prepare financial documents such as invoices, accounts receivable, accounts payable, payroll, reports and other financial records for entry into computer software. Finance and accounting majors only.	Lucretia Johnson

Work on weekends: NO	Work in the evening: NO	Transportation: Q Train to Cortelyou Road
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Cortelyou Early Childhood Center

Supervisor Name
 Arlene Charles/
 Lucretia Johnson

Sup. Telephone # & email/location
 718-282-6077
 Info@mycecc.com
 2739 Bedford Avenue

Borough
 Brooklyn

Rate of Pay
 \$8.00 p/h

AC #	LC #	# Std Request
30267	0001	1

Title
 Office Assistant

Duration
 1/16/2014 – 5/31/2014

Qualifications/Special skills
 Comprehensive knowledge of accounting software.
Other persons familiar with the FWS program

Min-max h/w (times)
[Work is available during the following hours]
 10 - 20 (9am-5pm)

Job Description

Office assistant will help with administrative duties including

- *answering phone calls,
- *delivering messages,
- *assist in organizing school activities and events,
- *monitor student arrival and dismissal and
- *assist in maintaining a safe school environment.

Work on weekends: NO	Work in the evening: NO	Transportation: 2 Train 5 Train B41 B103
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Countrywide

Rate of Pay
\$8.00 p/h

Supervisor Name Lawrence and Pricilla Fisk	Sup. Telephone # & email/location 718-833-9898 ctrywide@aol.com 480 Bay Ridge Ave Brooklyn, NY 11220	Borough Brooklyn	AC # 30446	LC # 0001	# Std Request 3-5
Title Gal/Guy Friday		Duration 01/21/2014-04/15/2014		Qualifications/Special Skills	
Min-max h/w (times) [Work is available during the following hours] 6-20 (9am -7pm)		Job Description Answering phones, making appointments, filing, making copies and keeping the office clean		Other persons familiar with the FWS program N/A	
Work on weekends: YES (Saturday, 10am – 7pm)		Work in the evening: YES (up to 7pm)			R train to 69 th Street (Bay Ridge Ave). Bus: B63, 64 or 70 to Bay Ridge Ave & 5 th Ave

CRCEC

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Teisha Smith	718-272-2363 srose@crcec.org 772 Vermont St. Brooklyn, NY 11207	Brooklyn	23870	0001	1

Title	Duration	Qualifications/Special Skills
Clerk/Assistant	6/1/13– 5/31/14	Microsoft office, internet research

Min-max h/w (times) [Work is available during the following hours] 25-40 (9am-5pm)	Job Description Assist with office duties: filing, drafting documents, emails, answering phones, greeting visitors, database upkeep, schedule client appointments, etc.	Other persons familiar with the FWS program N/A
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Work on weekends: NO	Work in the evening: YES (up to 6pm)	Transportation: b15 & b83 bus. 3 train
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CUNY Central

Supervisor Name	Sup. Telephone # & email/location	Borough	Rate of Pay \$8.00 p/h	AC #	LC #	# Std Request
Yvette Martinez, Grace Lu	718-997-4270 yvette.martinez@mail.cuny.edu 63-30 Kissena Blvd Flushing, NY 11367	Queens		04206	6069	open

Title	Duration	Qualifications/Special Skills
Office Assistant/Game Aide	7/1/13-5/31/14	

Min-max h/w (times) [Work is available during the following hours] 10-30 (9am-5pm)	Job Description General office duties, championship duties, which include set up and breakdown of events	Other persons familiar with the FWS program CUNY Athletics
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Work on weekends: YES (during championship events)	Work in the evening: YES (during championship events)	Transportation: BUS: Q25, 64, 17, 34, 20AB, 88, 44 TRAIN: E, F, M, J, 7
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CUNY Central

Supervisor Name
Ana Padilla
Sup. Telephone # & email/location
646-664-9407
Ana.padilla@cuny.edu
205 East 42nd Street Suite 1168

Borough
Manhattan - 10017

Rate of Pay
\$8.00 p/h
AC # **LC #** **# Std Request**
04206 1142 1

Title
Office Assistant

Duration
Immediately – Depletion of funds

Qualifications/Special Skills
*Organizational skills
*Basic computer skills

Min-max h/w (times)
[Work is available during the following hours]
15 - 20 (9am-5pm)

Job Description
*Position available in the office of Executive Search and Evaluations.
*Compiling documents for search and committee meetings.
*Updating mailing lists.
*Filing documents.
*Assisting in other projects as necessary.

Other persons familiar with the FWS program
Mahlet Tsegaye

Work on weekends: NO	Work in the evening: NO	Transportation: TRAIN: 4, 5, 6, 7 and S to Grand Central Terminal
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CUNY Central

Supervisor Name Lisa Beatha
Sup. Telephone # & email/location Lisa.beatha@cuny.edu
University Director of Veteran Affairs
205 East 42nd Street

Borough
Manhattan - 10017

Rate of Pay
\$8.00 p/h

AC #	LC #	# Std Request
04206	3879	1

Title
Veterans' Student Liaison

Duration
Immediately – Depletion of funds

Qualifications/Special Skills
*Knowledge of Excel

Min-max h/w (times)
[Work is available during the following hours]
15 - 20 (9am-5pm)

Job Description
*Communicate and assist Veterans interested in CUNY.
*Help veterans manage the process of applying to CUNY.
*Responsible for administrative responsibilities – filing, photocopying and mailing documents.
*Prepare outreach information – brochures and information.

Other persons familiar with the FWS program

Work on weekends: NO	Work in the evening: NO	Transportation: TRAIN: 4, 5, 6, 7 and S to Grand Central Terminal
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The Eagle Academy Foundation, Inc.

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Roger Davila	212-477-8370 Rdavila@eafny.org 105 E. 22 nd St., suite 625 New York, NY 10010	Manhattan	23882	0001	2

Title	Duration	Qualifications/Special Skills
Administrative Associate	6/1/13– 5/31/14	Microsoft office suite (outlook, word, excel)

Min-max h/w (times) [Work is available during the following hours] 10-40 (9am-5pm)	Job Description	Other persons familiar with the FWS program
	File, retrieve & create documents, records, reports for administrative purposes. Assist w/ letters, memos, accounting projects. Perform general office duties; maintain records and database, basic bookkeeping tasks. Answer phones, take messages. Assist w/ organizational day to day operations.	Donald Ruff

Work on weekends: NO	Work in the evening: NO	Transportation: 6, N, R trains to 23 rd Street
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Hillels of NY@ Brooklyn College

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Rachel Porges,	718-859-1151 ext. 13 Rachel@bchillel.org 2901 Campus Road, Brooklyn, NY 11210	Brooklyn	19735	0001	2

Title	Duration	Qualifications/Special skills
Program assistant.	7/1/13-5/31/14	Bi-lingual Russian, Hebrew
Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
6-20 (9am-8pm)	Computer graphics, web-site assistant, phones	Nadya Drukker

Work on weekends: YES(Special events)	Work in the evening: YES (Special events)	Transportation: 2 , 5 train b11 & b44 bus
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New York Cares, Inc.

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Wes Moe	212-402-1107 wes.moe@newyorkcares.org 65 Broadway, 19 th fl New York, NY 10006	Manhattan	23916	0001	1

Title	Duration	Qualifications/Special Skills
Volunteer Relations Associate	9/9/2013-05/07/2014	Excellent interpersonal and organizational skills. Public speaking a plus.
Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
15-20 (9:30am – 5:30pm)	Responding to seasonal inquiries via phone and internet; recruiting and training new volunteers drafting service verification letters. Producing recognition documentation, servicing new orientation training space other program administrative support as well	Gary Basley

Work on weekends: Yes, some (limited) training happens on weekends.	Work in the evening: Yes, some (limited) training happens on evenings.	Transportation: 4, 5 train to Wall Street. 1 or R train to Rector Street
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New York School of Interior Design

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Sue Rowe	646-935-5461 srowe@nysid@edu 401 Park Ave South New York, NY 10016	Manhattan	23869	0001	1

Title	Duration	Qualifications/Special Skills
HR Administrator	6/1/13– 5/31/14	Basic excel skills, eagerness to learn HR
Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
12-20 (9am – 5pm)	Assist HR function with survey of other educational institutions, revision of employee handbook and processing of daily paperwork & creation of employee database (data entry)	N/A

Work on weekends: NO	Work in the evening: NO	Transportation: MTA
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Research Foundation of CUNY

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Crawford Grell	212-417-8604 Yumel_wu@rfcuny.org 230 West 41st Street	Manhattan - 10036	11428	0001	open

Title	Duration	Qualifications/Special Skills
Human Resource Assistant	Immediately – Depletion of funds	*MS Office Word *MS Office Excel

Min-max h/w (times) [Work is available during the following hours] 10 - 20 (9am-5pm)	Job Description Assist with benefits administration in terms of *company mailings, *orientations, *cobra, *employee communication, *payroll verification, *new hire processing, *record maintenance.	Other persons familiar with the FWS program Yu Mel (Kat) & Talin Spenlian
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Work on weekends: NO	Work in the evening: NO	Transportation: Varied
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TUTOR

Chinese Methodist Center Corporation

Rate of Pay
\$8.00 p/h

Supervisor Name David Wong, Gary Chen	Sup. Telephone # & email/location 212-349-2703 cmcc@cumc-nyc.org 69 Madison St, 2 nd flr, NY, NY, 10002	Borough Manhattan	AC # 77076	LC # 0001	# Std Request 8
Title Teacher's aide/assistant	Duration 6/1/13– 5/31/14	Qualifications/Special Skills Responsible, enjoy working with children, patience, some flexibility Other persons familiar with the FWS program N/A			
Min-max h/w (times) [Work is available during the following hours] 10-30 (9am-6pm)	Job Description Assist supervising class of 20 students, help teacher with classroom activities and assignments, reading stories, tutoring in language arts, math, dancing, singing, arts and craft and outdoor recreational activities (sports)				
Work on weekends: NO	Work in the evening: NO			Transportation: Trains: F, N, Q, R, W, 4, 5, 6 Buses: M15, M22, M9, M103	

CRCEC

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Teisha Smith	718-272-2363 srose@crcec.org 772 Vermont St. Brooklyn, NY 11207	Brooklyn	77138	0001	2

Title	Duration	Qualifications/Special Skills
Tutor	6/1/13– 5/31/14	Microsoft office, internet research, teaching techniques

Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
25-40 (12pm-5pm)	Conduct individual tutoring sessions with students assisting with homework as well as areas needing improvement or support	N/A

Work on weekends: NO	Work in the evening: YES (up to 6pm)	Transportation: b15 & b83 bus. 3 train
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Crown Heights Service Center

Rate of Pay

\$8.00 p/h

Supervisor Name
Kesha Harmon

Sup. Telephone # & email
kharmon@chscenter.org
718-774-9800
121 New York Avenue,
Brooklyn, NY, 11216

Borough
Brooklyn

AC # 23475

LC # 0001

Std Request 2

Title
After School

Duration
9/2/13-5/31/14

Qualifications/Special Skills
Ability to work with children ages 7-13

Min-max h/w (times)
[Work is available during the following hours]
15-20 (After school: 1:30-6:30pm;
summer: 9am-5pm)

Job Description
To assist school age children with homework, light administrative duties as well assist with recreational, cultural and other educational activities.

Other persons familiar with the FWS program
Teresa Gripper

Work on weekends: NO	Work in the evening: YES until 6:30pm	Transportation: A, C, 3 Trains to Nostrand Ave, B44, B65 to Bergen Street.
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Goddard Riverside Community Center

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Roy Baptiste	212-799-9400 rbaptiste@goddard.org 647 Columbus Ave New York, NY 10025	New York	00540	0001	4

Title	Duration	Qualifications/Special Skills
Tutor	09/09/52013-05/23/2014	

Min-max h/w (times) [Work is available during the following hours] 9-15 (3pm-6pm)	Job Description Tutor and assist group leader with homework help and other activities for 5 to 10 year old children	Other persons familiar with the FWS program N/A
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Work on weekends: NO	Work in the evening: NO	Transportation: Train. 2 or 3 train to 96 th Street. 1 train to 86 th Street. B or C train to 86 th Street.
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Elliot Chelsea II

“ I have a Dream Program”

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Natalie Corujo, Treston Lambert	212-627-3086 ncorujo@ihaveadreamfoundation-nv.org 322 8 th Avenue, Ste 200 New York, NY 10001	Manhattan	77072	0001	1-2

Title	Duration	Qualifications/Special Skills
Tutor	6/1/13 – 5/31/2014	Algebra, math and essay writing
Min-max h/w (times) [Work is available during the following hours] 3-5 (3pm-6pm)	Job Description provide tutoring to 8 th and 9 th grade “dreamers”	Other persons familiar with the FWS program Treston Lambert

Work on weekends: NO	Work in the evening: NO	Transportation: 1 train to 23 rd or 28 th Street, C/E trains to 23 rd Street
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I Have a Dream Foundation – NY: East Harlem Program

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Nancy Restrepo-Wilson	917-683-7551 nancyrw@ihaveadreamfoundation-ny.org 160 E. 120 th St, Rm210 New York, NY 10035	Manhattan	77139	0001	20-25

Title	Duration	Qualifications/Special Skills
After School Instructor	6/1/13 – 5/31/2014	strong academic skills

Min-max h/w (times) [Work is available during the following hours] 8-25 (2pm-5:30pm)	Job Description Instructor will help 2 nd , 3 rd and 4 th graders with reading, writing and recreational activities	Other persons familiar with the FWS program Teaura Rollack
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Work on weekends: NO	Work in the evening: YES (until 5:30pm)	Transportation: 4, 5, 6 trains to 125 th Street
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Jumpstart

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Varies	212-868-2526 ext 31 (9am-5pm) email & address will vary	varies	77003	0001	125

Title	Duration	Qualifications/Special Skills
Corps Member	09/01/2013-05/31/2014	

Min-max h/w (times) [Work is available during the following hours] 5-20(9am –5pm)	Job Description Work with preschool age children to develop literacy, language and social skills using early childhood best practices and a provided session plan	Other persons familiar with the FWS program Gillian Sharkey, Kerri Osborne
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Work on weekends: YES, occasionally	Work in the evening: NO	Transportation: Varies, depending on site.
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Latino Pastoral Action Center

Rate of Pay
\$8.00 p/h

Supervisor Name Elizabeth Carrion/
Joyce Paredes
Sup. Telephone # & email/location 917-450-3634
LPAcassist@aol.com
296 East 140th St.
Borough Bronx

AC # 77059
LC # 0001
Std Request 4

Title Tutor/ Educational Coach
Duration 10/10/2013 – 06/30/2014
Qualifications/Special skills
*Ability to work patiently with children.
*Must have a clean criminal background.
Other persons familiar with the FWS program
Henry Nixon, Rose Mercado, Susan Rivera-Leon.

Min-max h/w (times)
[Work is available during the following hours]
20-20 (2:30pm – 6:30pm)
Job Description
*Literacy tutoring children ages 5-7;
*Math tutoring children ages 5-7;
*Assist children with reading comprehension, weekly reading journals and general reading development.
*Provide assistance with addition, subtraction, identifying numbers and word problems in math.

Work on weekends: No	Work in the evening: No	Transportation: 6 Train 21 Bus 2 Bus
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Latino Pastoral Action Center

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Angely Montes/ Susan Rivera/ Henry Nixon	917-450-3634 LPAcassist@aol.com 15 East Clarke Place	Bronx	77059	0001	4
Title		Duration			

Tutor/ Educational Coach

12/14/2013 – 5/31/2014

Qualifications/Special skills

*Ability to work patiently with children.
*Must have a clean criminal background.

Other persons familiar with the FWS program

Henry Nixon, Elizabeth Carrion, Joyce Paredes

Min-max h/w (times)
[Work is available during the following hours]

20-20 (8:00pm – 6:00pm)

Job Description

*Literacy tutoring children ages 5-7;
*Math tutoring children ages 5-7;
*Assist children with reading comprehension, weekly reading journals and general reading development.
*Provide assistance with addition, subtraction, identifying numbers and word problems in math.

Work on weekends: No

Work in the evening: No

Transportation:

4 Train
D Train
11 Bus
1 Bus
2 Bus

Latino Pastoral Action Center

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Henry Nixon/ Rose Mercado	917-450-3634 LPAcassist@aol.com 14 West 170 th St.	Bronx	77059	0001	10

Title	Duration	Qualifications/Special skills
Tutor/ Educational Coach	12/14/2013 – 5/31/2014	*Ability to work patiently with children. *Must have a clean criminal background.
Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
15-20 (2:30pm – 6:30pm)	*Literacy tutoring children ages 5-13; *Math tutoring children ages 5-13; *Assist children with reading comprehension, weekly reading journals and general reading development. *Provide assistance with addition, subtraction, identifying numbers and word problems in math.	Susan Rivera-Leon

Work on weekends: No	Work in the evening: No	Transportation: 4 Train D Train 11 Bus 1 Bus 2 Bus
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Queens County Educators for Tomorrow

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Lisa Cogswell	718-740-2400 crddcc@aol.com 109-45 207 th Street Queens Village, NY 11429	Queens	77110	0001	4

Title	Duration	Qualifications/Special Skills
Tutor	09/01/2013-05/31/2014	

Min-max h/w (times) [Work is available during the following hours] 5-10 (4pm – 6pm)	Job Description Provide tutoring for small groups of pre-kindergarten children in math and reading	Other persons familiar with the FWS program Gerrie Mayerhoff, Tushar Thakker
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Work on weekends: NO	Work in the evening: YES (up to 6pm)	Transportation: Bus: Q2 or Q77
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Reading Partners

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
TBD	347-721-3903 (1pm-4pm) Address & email: TBD	Brooklyn	77131	0001	5
Title		Duration			Qualifications/Special Skills
Literacy Intervention Tutor		09/09/2013-05/31/2014			
Min-max h/w (times) [Work is available during the following hours]		Job Description			Other persons familiar with the FWS program
2-20 (hours vary by site)		Literacy Intervention Tutors are responsible for executing one-on-one tutoring with students enrolled in our program.			N/A

Work on weekends: NO	Work in the evening: NO	Transportation: b15 & b83 bus. 3 train
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SOAR Tutoring

Supervisor Name	Sup. Telephone # & email/location	Borough	Rate of Pay \$8.00 p/h	AC #	LC #	# Std Request
Fred Cotton	718-759-7316 fred20@yahoo.com 984 Bedford Ave Brooklyn, NY 11205	Brooklyn		77140	0001	6

Title	Duration	Qualifications/Special Skills
Tutor	07/1/13-5/31/14	N/A

Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program
15-20 (summer: 9am-12pm; School year: 3pm-6pm)	To assist students in reading and math. To help the student build confidence in themselves and to develop new skills	

Work on weekends: NO	Work in the evening: YES (tutoring during regular school hours)	Transportation: G train to Bedford/Nostrand Station. B44 bus to 984 Bedford Ave.
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Sports and Arts in School Foundation

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Marc Merino	347-417-8135 jobs@sasfny.org 58-12 Queens Blvd Queens, NY 11377	Queens	77017	0001	50+

Title	Duration	Qualifications/Special Skills
Tutor	6/17/13-5/31/14 (1 month break in Aug/Sept)	proficiency and strong grades in Math and/or English; must be reliable, punctual and possess strong communication skills

Min-max h/w (times) [Work is available during the following hours] 3-20 (summer: 9am-5pm) 2-12 (School year: 2:30pm-6pm)	Job Description Provide academic assistance, homework help, and subject based tutoring in literacy and/or math for youth	Other persons familiar with the FWS program Kermit Patterson, Joseph Posner, Anna Dizon
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Work on weekends: NO	Work in the evening: NO	Transportation: varies
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Sports and Arts in School Foundation

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Marc Merino	347-417-8135 jobs@sasfny.org 58-12 Queens Blvd Queens, NY 11377	Queens	77017	0001	100

Title	Duration	Qualifications/Special Skills
Counselors, Tutors, Sports & Arts instructor (Activity Specialist)	6/17/13-5/31/14 (1 month break in Aug/Sept)	N/A

Min-max h/w (times) [Work is available during the following hours] 6-15 (2:30pm-6pm)	Job Description Under direction of Site Director, provide assistance in tutoring, activity management (youth counselor) and as applicable, provide instruction in areas of sports and/or arts (depending on expertise, if any)	Other persons familiar with the FWS program Kermit Patterson, Joseph Posner, Anna Dizon
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Work on weekends: NO	Work in the evening: NO	Transportation: varies
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Unity Neighborhood Center

Supervisor Name	Sup. Telephone # & email/location	Borough	Rate of Pay \$8.00 p/h	AC #	LC #	# Std Request
Betty Ellis	718-994-8400 <u>jesl024@aol.com</u> 3952 Bronxwood Ave Bronx, NY 10466	Bronx		77038	0001	10

Title	Duration	Qualifications/Special Skills
Tutors	7/1/13-5/31/14	N/A

Min-max h/w (times) [Work is available during the following hours] 15-35	Job Description Assist children with homework, tutoring in math and reading. Also engage the children in reading for fun & play games	Other persons familiar with the FWS program N/A
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Work on weekends: YES	Work in the evening: YES	Transportation: Bus (bx31) & Subway to East 225 th Street
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OTHERS

Bella Abzug Leadership Institute

Supervisor Name	Sup. Telephone # & email/location	Borough	Rate of Pay \$8.00 p/h	AC #	LC #	# Std Request
Yui Wai Maung	212-650-3071, 646- 705-6562 yuwai@abzuginstitute.org 695 Park Avenue, HE 1233 New York, NY 10065 Best Time To Call 10am-5pm	Manhattan		23977	0001	1

Title	Duration	Qualifications/Special Skills
Leadership Program Development Liaison	1/27/14– 5/23/14	Excel, Mailchimp, EXCELLENT oral skills

Min-max h/w (times) [Work is available during the following hours] 20-20(9am-5pm)	Job Description Commute between Hunter College Campus and Thomas Edison High School in Jamaica, Queens. Supervise high school students and participate in a development of the leadership curriculum. Serve as a liaison between the Bella Abzug Leadership Institute, Thomas Edison High School and other participating organizations. Evaluate trainers as well as the students with their learning experience.	Other persons familiar with the FWS program Myriam Bestowrous
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Work on weekends: Yes	Work in the evening: Yes	Subway-6, F,N,R,Q
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Bella Abzug Leadership Institute

Supervisor Name
 Yui Wai Maung
Sup. Telephone # & email/location
 212-650-3071, 646- 705-6562
 yuwai@abzuginstitute.org
Borough
 Manhattan
Best Time To Call
 10am-5pm

Rate of Pay
 \$8.00 p/h
AC # **LC #** **# Std Request**
 23977 0001 1

Title	Duration	Qualifications/Special Skills
Fundraiser/Event Planner	1/27/14– 5/23/14	Excel, Mailchimp, EXCELLENT oral skills

Min-max h/w (times) [Work is available during the following hours] 20-20(9am-5pm)	Job Description Process incoming and prepare outgoing invitations and thank you letters. Coordinate contact with outside vendors for the fundraiser in April 2014. Coordinate volunteers. Provide general clerical support, including copying correspondence and errands..	Other persons familiar with the FWS program Myriam Bestowrous
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Work on weekends: Yes	Work in the evening: Yes	Subway-6, F,N,R,Q
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Bella Abzug Leadership Institute

Supervisor Name	Sup. Telephone # & email/location	Borough	Rate of Pay \$8.00 p/h	AC #	LC #	# Std Request
Yui Wai Maung	212-650-3071, 646- 705-6562 yuwai@abzuginstitutie.org 695 Park Avenue, HE 1233 New York, NY 10065 Best Time To Call 10am-5pm	Manhattan		23977	0001	1

Title	Duration	Qualifications/Special Skills
Recruiter	1/27/14– 5/23/14	Excel, Mailchimp, EXCELLENT oral skills

Min-max h/w (times) [Work is available during the following hours] 20-20(9am-5pm)	Job Description	Other persons familiar with the FWS program Myriam Bestowrous
	Attracts summer leadership program applicants by placing advertisements; contacting middle school, high school and colleges in the Tri-State area and 5 boroughs of New York City using social media and visiting school summer fairs. Arranges interviews by coordinating schedules; arranging meeting rooms; escorting applicant to and conducts interviews. Manages intern program by conducting orientations scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching..	

Work on weekends: Yes	Work in the evening: Yes	Subway-6, F,N,R,Q
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CIVITAS

Supervisor Name Hunter Armstrong
Sup. Telephone # & email/location 212-996-0745
info@civitasnyc.org
1457 Lexington Ave
New York, NY 10128

Borough
Manhattan

Rate of Pay
\$8.00 p/h

AC # 23379
LC # 0001
Std Request 1

Title
Intern
Duration
6/1/13– 5/31/14

Qualifications/Special Skills
Familiarity with Mac computers, Microsoft suite (word, excel)

Min-max h/w (times)
[Work is available during the following hours]
8-16 (9am-5pm, Mon-Fri)

Job Description
Candidate will be exposed to all components of operating a community based nonprofit organization membership, development, event planning. Responsibilities include: administration, research, writing, community outreach, site surveying.

Other persons familiar with the FWS program
Lauren O’Toole

Work on weekends: NO	Work in the evening: NO	Transportation: 6 train to 96 th Street, or buses M96, 98, 101, 102, 103, 1, 2, 3, 4
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Children's All Day School

Rate of Pay
\$8.00 p/h

Supervisor Name **Sup. Telephone # & email/location** **Borough**
 Roni Hewitt 212-752-4566 Manhattan
 cadskids@aol.com
 109 E. 60th Street
 New York, NY 10022

AC # **LC #** **# Std Request**
 21288 0001 3

Title **Duration**
 Teacher's Aid 9/5/13-5/31/14

Qualifications/Special Skills

Must be studying early childhood education or psychology or child development

Min-max h/w (times)
[Work is available during the following hours]
 20-20 (9:00am-5:00pm)

Job Description
 Assist classroom teachers with pre-school and/or infant-toddler aged children

Other persons familiar with the FWS program
 Karen Lee

Work on weekends: NO	Work in the evening: NO	Transportation: 4, 5, 6, N, R trains to 59 th Street. Lex bus, Madison bus, 3 rd Ave bus
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CUNY Central

Supervisor Name Daniel Rothbaum
Sup. Telephone # & email/location 212-397-5635
daniel.rothbaum@mail.cuny.edu
230 W. 41st Street, 5th flr
New York, NY 10036

Borough Manhattan

Rate of Pay

\$8.00 p/h

AC #	LC #	# Std Request
04206	3879	1

Title Financial Reporting Assistant
Duration 7/1/13-10/31/13

Qualifications/Special Skills

completion of at least one college level accounting class, computer literate, can navigate in Excel

Min-max h/w (times)
[Work is available during the following hours]
15-21 (9am-5pm)

Job Description

Perform basic Excel spreadsheet functions (e.g., data entry), run queries/reports in general ledger system to support analyst, set email requests to college (under analyst supervision), support financial reporting team during tight deadlines, general office work (copy, scan, file)

Other persons familiar with the FWS program

Work on weekends: NO	Work in the evening: NO	Transportation: NYC transit to 41 st Street between 7 th & 8 th Ave. West side subway or bus lines (Port Authority/Times Square)
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CUNY Central

Supervisor Name
Kevin King

Sup. Telephone # & email/location
212-397-5639
kevin.king@mail.cuny.edu
230 W. 41st Street, 5th flr
New York, NY 10036

Borough
Manhattan

Rate of Pay
\$8.00 p/h

AC #	LC #	# Std Request
04206	3879	1

Title	Duration	Qualifications/Special Skills
Financial Analyst Assistant	7/1/13 until completion of projects	computer literate, knowledge of Excel
Min-max h/w (times) [Work is available during the following hours] 20 (9am-5pm)	Job Description Request and prepare reports, assist supervisor to query/run reports, general office work (copy, scan, file, other projects with timely deadline)	Other persons familiar with the FWS program

Work on weekends: NO	Work in the evening: NO	Transportation: NYC transit to 42 nd Street between 7 th & 8 th Ave (Times Square & Port Authority area)
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Habnet Chamber of Commerce

Rate of Pay
\$8.00 p/h

Supervisor Name **Sup. Telephone # & email/location** **Borough**
 Jackson 718-756-1966 Brooklyn
 Rockingster info@habnet.com
 1424 Flatbush Ave,
 3rd flr
 Brooklyn, NY 11210

AC # **LC #** **# Std Request**
 23762 0001 1

Title **Duration**
 Office Assistant/Outreach Coordinator 6/1/13-5/31/14

Qualifications/Special Skills

Excellent interpersonal and internet skills, problem solver, results oriented, professional team player

Min-max h/w (times)
[Work is available during the following hours]
 20 (10am-6pm , flexible)

Job Description

Provide administrative support to staff, assist with event and meeting coordination, outreach to members, donors, government agencies, interface with industries like hospitals, law, physicians, engineers, architects, accounting, TV/radio, corporate and more

Other persons familiar with the FWS program

Allan Volcy

Work on weekends: YES (Sometimes)	Work in the evening: YES (Sometimes)	Transportation: BUS: b41, b49, b103, b6, b8; TRAIN: 2or 5 to Flatbush Nostrand Junction
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Habnet Chamber of Commerce

Rate of Pay
\$8.00 p/h

Supervisor Name
 Jackson Rockingster

Sup. Telephone # & email/location
 718-756-1966
 info@habnet.com
 1424 Flatbush Ave,
 3rd flr
 Brooklyn, NY 11210

Borough
 Brooklyn

AC # 23762 **LC #** 0001 **# Std Request** 2

Title
 Public Relations & Marketing Associate

Duration
 6/1/13-5/31/14

Qualifications/Special Skills
 Excellent internet skills, problem solver, results oriented, professional team player

Other persons familiar with the FWS program
 Allan Volcy

Min-max h/w (times)
[Work is available during the following hours]
 20 (10am-6pm, flexible)

Job Description
 Assist with all public relations, marketing and event/meeting coordination, excellent communication, writing, research, oral abilities as well as computer skills a must. Assist with media interviews, schedules and calendar, press release, online visibility and reputation management

Work on weekends: YES (Sometimes)	Work in the evening: YES (Sometimes)	Transportation: BUS: b41, b49, b103, b6, b8; TRAIN: 2or 5 to Flatbush Nostrand Junction
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Habnet Chamber of Commerce

Rate of Pay

\$8.00 p/h

Supervisor Name
Jackson
Rockingster

Sup. Telephone # & email/location
718-756-1966
info@habnet.com
1424 Flatbush Ave,
3rd flr
Brooklyn, NY 11210

Borough
Brooklyn

AC # 23762

LC # 0001

Std Request
1

Title
Legislative Research Associate

Duration
6/1/13-5/31/14

Qualifications/Special Skills
N/A

Min-max h/w (times)
[Work is available during the following hours]
20 (10am-6pm)

Job Description

Responsible to research how various legislations and policies at the city, state and federal level affect the small business community; and make recommendations on the following topics: M/WBE Certification process effectiveness, current legislation and policies affecting small businesses, pending legislation that will impact Haitian-American constituents.

Other persons familiar with the FWS program
Allan Volcy

Work on weekends: YES (Sometimes)	Work in the evening: YES (Sometimes)	Transportation: BUS: b41, b49, b103, b6, b8; TRAIN: 2or 5 to Flatbush Nostrand Junction
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Habnet Chamber of Commerce

Rate of Pay

\$8.00 p/h

Supervisor Name
 Jackson Rockingster
Sup. Telephone # & email/location
 718-756-1966
 info@habnet.com
 1424 Flatbush Ave,
 3rd flr
 Brooklyn, NY 11210
Borough
 Brooklyn

AC # 23762
LC # 0001
Std Request 1

Title
 Web Developer/Programmer
Duration
 6/1/13-5/31/14
Qualifications/Special Skills
 Excellent internet skills, problem solver, results oriented, professional

Min-max h/w (times)
 [Work is available during the following hours]
 20 (10am-6pm)
Job Description
 Works with management team to build and refine graphic designs for websites. Must have strong skills in Joomla!, Photoshop, Fireworks, or equivalent. Provide high value service to clients/members. Develop innovative reusable web based tools for activism community building
Other persons familiar with the FWS program
 Allan Volcy

Work on weekends: YES (Sometimes)	Work in the evening: YES (Sometimes)	Transportation: BUS: b41, b49, b103, b6, b8; TRAIN: 2or 5 to Flatbush Nostrand Junction
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Queens County Educator of Tomorrow, Inc.

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Lisa Cogswell	718-740-2400 crddcc@aol.com 2804 Glenwood Road Brooklyn, NY 11210	Brooklyn	23176	0001	2

Title	Duration	Qualifications/Special Skills
Classroom Aide/Helper	6/1/13-5/31/14	N/A

Min-max h/w (times) [Work is available during the following hours] 15-20 (9am-1pm or 2pm-6pm)	Job Description Must be able to assist teacher with classroom duties, set up for meals and classroom activities. Assist with small children.	Other persons familiar with the FWS program Gerrie Mayerhoff, Tushar Thakker
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Work on weekends: NO	Work in the evening: YES (4-6pm)	Transportation: 2 or 5 train to Brooklyn college
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Queens County Educator of Tomorrow, Inc.

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Lisa Cogswell	718-740-2400 crddcc@aol.com 109-45 207th Street Queens VLG, NY 11429	Queens	23176	0001	2

Title	Duration	Qualifications/Special Skills
Classroom Aide/Helper	6/1/13-5/31/14	N/A

Min-max h/w (times) [Work is available during the following hours] 15-20 (9am-1pm or 2pm-6pm)	Job Description Must be able to assist teacher with classroom duties, set up for meals and classroom activities. Assist with small children.	Other persons familiar with the FWS program Gerrie Mayerhoff, Tushar Thakker
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Work on weekends: NO	Work in the evening: YES (4-6pm)	Transportation: bus: Q2, Q77
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Queens County Educator of Tomorrow, Inc.

Rate of Pay
\$8.00 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Lisa Cogswell	718-740-2400 crddcc@aol.com 165-15 Archer Ave Jamaica, NY 11433	Queens	23176	0001	2

Title	Duration	Qualifications/Special Skills
Classroom Aide/Helper	6/1/13-5/31/14	N/A

Min-max h/w (times) [Work is available during the following hours] 15-20 (9am-1pm or 2pm-6pm)	Job Description Must be able to assist teacher with classroom duties, set up for meals and classroom activities. Assist with small children.	Other persons familiar with the FWS program Gerrie Mayerhoff, Tushar Thakker
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Work on weekends: NO	Work in the evening: YES (4-6pm)	Transportation: E train
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US Fund for UNICEF

Rate of Pay
\$8.00 p/h

Supervisor Name **Sup. Telephone # & email/location** **Borough**
 David Yuen, 212-922-2610 Manhattan
 Roberta Wallis dyuen@unicefusa.org
 125 Maiden Lane
 New York, NY 10038

AC # **LC #** **# Std Request**
 23629 0001 1

Title **Duration** **Qualifications/Special Skills**
 Helpdesk Tech – Work Study 6/1/13-5/31/14 N/A

Min-max h/w (times)
[Work is available during the following hours]
 15-20 (Weekdays)

Job Description
 The IT work study student assists the IT Operations department with IT duties, including day to day PC/MAC helpdesk functions as well as problem solving for larger IT needs. There is an opportunity to partner with other IT groups for various needs as they relate to IT efficiency. IT major or previous helpdesk experience recommended.

Other persons familiar with the FWS program
 William Sherwood,
 Charisse Jones,
 Roberta Wallis

Work on weekends: NO	Work in the evening: NO	Transportation: SUBWAY: A, C, J, Z, 2, 3, 4 & 5 to Fulton Street
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US Fund for UNICEF

Rate of Pay
\$8.00 p/h

Supervisor Name **Sup. Telephone # & email/location** **Borough**
 David Yuen, 212-922-2610 Manhattan
 Eugene dyuen@unicefusa.org
 Kogan 125 Maiden Lane
 New York, NY 10038

AC # **LC #** **# Std Request**
 23629 0001 1

Title **Duration**
 Application Development Assistant 6/1/13-5/31/14

Qualifications/Special Skills
 Working knowledge of various programming language aplus.

Min-max h/w (times)
[Work is available during the following hours]
 15-20 (Weekdays)

Job Description
 Work alongside the Director of IT to participate in US Fund's application development. The work study student will assist the Director with research, execution of ideas, participate in the development and testing applications. IT and IS majors recommended.

Other persons familiar with the FWS program
 William Sherwood,
 Charisse Jones,
 Roberta Wallis

Work on weekends: NO	Work in the evening: NO	Transportation: SUBWAY: A, C, J, Z, 2, 3, 4 & 5 to Fulton Street
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US Fund for UNICEF

Rate of Pay
\$8.00 p/h

Supervisor Name
 David Yuen,
 Neha Bajaj

Sup. Telephone # & email/location
 212-922-2610
 dyuen@unicefusa.org
 125 Maiden Lane
 New York, NY 10038

Borough
 Manhattan

AC # **LC #** **# Std Request**

23629 0001 1

Title **Duration** **Qualifications/Special Skills**

Business Analysis & Financial Planning Work Study 6/1/13-5/31/14 N/A

Min-max h/w (times)
[Work is available during the following hours]
 15-20 (Weekdays)

Job Description

Conduct research and develop US Fund for UNICEF Competitive Analysis. Gain understanding of US Fund and UNICEF structure and data to assist with streamlining of financial reports. Assist with new Grants Management system as needed. Some knowledge of database and programming recommended.

Other persons familiar with the FWS program
 William Sherwood,
 Charisse Jones,
 Neha Bajaj

Work on weekends: NO	Work in the evening: NO	Transportation: SUBWAY: A, C, J, Z, 2, 3, 4 & 5 to Fulton Street
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WHEDCO

Supervisor Name Deepak Butani	Sup. Telephone # & email/location 718-839-1177	Borough Bronx	Rate of Pay \$8.00 p/h	AC # 22835	LC # 0001	# Std Request 1
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Title Fiscal Intern	Duration 6/1/13-5/31/14	Qualifications/Special Skills N/A
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Min-max h/w (times) [Work is available during the following hours] 20 (9am-5pm)	Job Description Assist fiscal team with all financial responsibilities such as accounts payable, receivable, reconciliations, audit preparation, financial schedules	Other persons familiar with the FWS program
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Work on weekends: NO	Work in the evening: NO	Transportation:
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