

CLERICAL

ACCION East & Online

Rate of Pay
\$7.25 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
\$7.25 p/h

Supervisor Name Robert Kudyba	Sup. Telephone # & email/location 212-971-3300 rob@caenyc.org 266 W. 37 th St., 9 th flr NY, NY, 10018	Borough Manhattan	AC # 23725	LC # 0001	# Std Request 1
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Title Office Assistant	Duration 6/1/13– 5/31/14	Qualifications/Special Skills computer skills, Microsoft Office
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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

Rate of Pay
\$7.25 p/h

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

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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Countrywide

Rate of Pay
\$7.25 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
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CRCEC

Rate of Pay
\$7.25 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]		Job Description		Other persons familiar with the FWS program	
25-40 (9am-5pm)		Assist with office duties: filing, drafting documents, emails, answering phones, greeting visitors, database upkeep, schedule client appointments, etc.		N/A	
Work on weekends: NO		Work in the evening: YES (up to 6pm)		Transportation: b15 & b83 bus. 3 train	

CUNY Central

Supervisor Name	Sup. Telephone # & email/location	Borough	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]		Job Description		Other persons familiar with the FWS program	
10-30 (9am-5pm)		General office duties, championship duties, which include set up and breakdown of events		CUNY Athletics	
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	

The Eagle Academy Foundation, Inc.

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Roger Davila	212-477-8370 Rdavila@cafny.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 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.	Other persons familiar with the FWS program Donald Ruff
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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
\$7.25 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] 6-20 (9am-8pm)	Job Description Computer graphics, web-site assistant, phones	Other persons familiar with the FWS program 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
\$7.25 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] 15-20 (9:30am – 5:30pm)	Job Description 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	Other persons familiar with the FWS program Gary Basley
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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
\$7.25 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] 12-20 (9am – 5pm)	Job Description Assist HR function with survey of other educational institutions, revision of employee handbook and processing of daily paperwork & creation of employee database (data entry)	Other persons familiar with the FWS program N/A

Work on weekends: NO	Work in the evening: NO	Transportation: MTA
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TUTOR

Chinese Methodist Center Corporation

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
David Wong, Gary Chen	212-349-2703 cmcc@cumc-nyc.org 69 Madison St, 2 nd flr, NY, NY, 10002	Manhattan	77076	0001	8
Title	Duration	Qualifications/Special Skills			
Teacher's aide/assistant	6/1/13– 5/31/14	Responsible, enjoy working with children, patience, some flexibility			
Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program			
10-30 (9am-6pm)	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)	N/A			
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
\$7.25 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			

Crown Heights Service Center

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Kesha Harmon	kharmon@chscenter.org 718-774-9800 121 New York Avenue, Brooklyn, NY, 11216	Brooklyn	23475	0001	2
Title	Duration		Qualifications/Special Skills		
After School	9/2/13-5/31/14		Ability to work with children ages 7-13		
Min-max h/w (times) [Work is available during the following hours]	Job Description		Other persons familiar with the FWS program		
15-20 (After school: 1:30-6:30pm; summer: 9am-5pm)	To assist school age children with homework, light administrative duties as well assist with recreational, cultural and other educational activities.		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.		

Goddard Riverside Community Center

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Roy Baptiste	rbaptiste@goddard.org 212-799-9400 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]	Job Description		Other persons familiar with the FWS program		
9-15 (3pm-6pm)	Tutor and assist group leader with homework help and other activities for 5 to 10 year old children		N/A		
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.		

Elliot Chelsea II

“ I have a Dream Program”

Rate of Pay
\$7. 50 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Natalie Corujo, Treston Lambert	212-627-3086 ncorujo@ihaveadreamfoundation-ny.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]		Job Description			Other persons familiar with the FWS program
3-5 (3pm-6pm)		provide tutoring to 8 th and 9 th grade “dreamers”			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
\$7.50 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]		Job Description			Other persons familiar with the FWS program
8-25 (2pm-5:30pm)		Instructor will help 2 nd , 3 rd and 4 th graders with reading, writing and recreational activities			Teaura Rollack

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
\$7.50 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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Queens County Educators for Tomorrow

Rate of Pay
\$7.50 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
\$7.50 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] 2-20 (hours vary by site)	Job Description Literacy Intervention Tutors are responsible for executing one-on-one tutoring with students enrolled in our program.	Other persons familiar with the FWS program N/A
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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	AC #	LC #	# Std Request
Fred Cotton	718-759-7316 fred20@yahoo.com 984 Bedford Ave Brooklyn, NY 11205	Brooklyn	\$7.50 p/h	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.				

Sports and Arts in School Foundation

Supervisor Name	Sup. Telephone # & email/location	Borough	Rate of Pay	AC #	LC #	# Std Request
Marc Merino	347-417-8135 jobs@sasfnv.org 58-12 Queens Blvd Queens, NY 11377	Queens	\$7.25 p/h	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]	Job Description	Other persons familiar with the FWS program				
3-20 (summer: 9am-5pm) 2-12 (School year: 2:30pm-6pm)	Provide academic assistance, homework help, and subject based tutoring in literacy and/or math for youth	Kermit Patterson, Joseph Posner, Anna Dizon				
Work on weekends: NO	Work in the evening: NO	Transportation: varies				

Sports and Arts in School Foundation

Rate of Pay
\$7.25 p/h

Supervisor Name Marc Merino	Sup. Telephone # & email/location 347-417-8135 jobs@sasfnv.org 58-12 Queens Blvd Queens, NY 11377	Borough Queens	AC # 77017	LC # 0001	# Std Request 100
Title Counselors, Tutors, Sports & Arts instructor (Activity Specialist)	Duration 6/17/13-5/31/14 (1 month break in Aug/Sept)	Qualifications/Special Skills 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			
Work on weekends: NO	Work in the evening: NO	Transportation: varies			

Unity Neighborhood Center

Supervisor Name Betty Ellis	Sup. Telephone # & email/location 718-994-8400 jesl024@aol.com 3952 Bronxwood Ave Bronx, NY 10466	Borough Bronx	Rate of Pay \$7.50 p/h AC # 77038	LC # 0001	# Std Request 10
Title Tutors	Duration 7/1/13-5/31/14	Qualifications/Special Skills 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			
Work on weekends: YES	Work in the evening: YES	Transportation: Bus (bx31) & Subway to East 225 th Street			

OTHERS

Bella Abzug Leadership Institute

Supervisor Name
Yui Wai Maung

Sup. Telephone # & email/location
212-650-3071, 646- 705-6562
yuwai@abzuginstitutie.org
695 Park Avenue, HE 1233
New York, NY 10065
Best Time To Call
10am-5pm

Borough
Manhattan

Rate of Pay
\$8.00 p/h

AC #	LC #	# Std Request
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]	Job Description	Other persons familiar with the FWS program
20-20(9am-5pm)	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.	Myriam Bestowrous

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
695 Park Avenue, HE 1233
New York, NY 10065
Best Time To Call
10am-5pm

Borough
Manhattan

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

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
695 Park Avenue, HE 1233
New York, NY 10065
Best Time To Call
10am-5pm

Borough
Manhattan

Rate of Pay
\$8.00 p/h

AC #	LC #	# Std Request
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]	Job Description	Other persons familiar with the FWS program
20-20(9am-5pm)	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..	Myriam Bestowrous

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
\$7.25 p/h

AC #	LC #	# Std Request
23379	0001	1

Title	Duration	Qualifications/Special Skills
Intern	6/1/13– 5/31/14	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
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Roni Hewitt	212-752-4566 cadskids@aol.com 109 E. 60th Street New York, NY 10022	Manhattan	21288	0001	3

Title	Duration	Qualifications/Special Skills
Teacher's Aid	9/5/13-5/31/14	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

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email/location	Borough	AC #	LC #	# Std Request
Daniel Rothbaum	212-397-5635 daniel.rothbaum@mail.cuny.edu 230 W. 41st Street, 5th flr New York, NY 10036	Manhattan	04206	3879	1

Title	Duration	Qualifications/Special Skills
Financial Reporting Assistant	7/1/13-10/31/13	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
 \$7.50 p/h

AC # 04206 **LC #** 3879 **# Std Request** 1

Title Financial Analyst Assistant **Duration** 7/1/13 until completion of projects **Qualifications/Special Skills** 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

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

Borough
 Brooklyn

Rate of Pay
 \$7.25 p/h

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

Title Office Assistant/Outreach Coordinator **Duration** 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
 \$7.25 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

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

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
 \$7.25 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
\$7.25 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
\$7.25 p/h

Supervisor Name
 Lisa Cogswell
Sup. Telephone # & email/location
 718-740-2400
 crddcc@aol.com
 2804 Glenwood Road
 Brooklyn, NY 11210

Borough
 Brooklyn

AC # 23176
LC # 0001
Std Request 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
Work on weekends: NO	Work in the evening: YES (4-6pm)	Transportation: 2 or 5 train to Brooklyn college

Queens County Educator of Tomorrow, Inc.

Rate of Pay
\$7.25 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			
Work on weekends: NO	Work in the evening: YES (4-6pm)	Transportation: bus: Q2, Q77			

Queens County Educator of Tomorrow, Inc.

Rate of Pay
\$7.25 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

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
\$7.25 p/h

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

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
\$7.25 p/h

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

AC #	LC #	# Std Request
23629	0001	1

Title	Duration	Qualifications/Special Skills

Application Development Assistant

6/1/13-5/31/14

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
\$7.25 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
Business Analysis & Financial Planning
Work Study

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

Qualifications/Special Skills
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

Rate of Pay
\$7.25 p/h

Supervisor Name
Deepak
Butani

Sup. Telephone # & email/location
718-839-1177

Borough
Bronx

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

22835 0001 1

Title	Duration	Qualifications/Special Skills
Fiscal Intern	6/1/13-5/31/14	N/A
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
Work on weekends: NO	Work in the evening: NO	Transportation: