

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

## **NEEDHAM YOUTH SERVICES**

### **Job Postings 06/30/14**

**Date:** 6-19-2014

**Job Title:** Administrative Assistant to the President

**Hourly Pay:** \$8.00

**Age Requirements:** High School Junior or above

**Job Hours:** Negotiable, 20 to 40 hours a week

**Company Name:** Connelly CPA Inc.

**Company Address:** 661 Highland Ave Needham

**Company Website:** 128CPA.com

**Contact Person:** Christine Connelly

**Number:** 781-449-8700

**Email:** Christine@128CPA.com

#### **Brief Description of the job duties and qualifications needed (1-2 sentences):**

Answering telephone, greeting clients, bookkeeping, typing letters, filing, special projects for a CPA firm dealing with a variety of clientele, primarily business owners and high net worth individuals.

Confidentiality a must and a mature attitude is needed. A willingness to learn and an ability to take directions. You will be working with other accountants in the office as needed.. Must be organized.

I have just finished a book called My First Red Sox Game, a one day memoir in haiku. (PUB 11-14).

Also, I am writing a memoir so, someone who is interested in writing and history is preferred. Periods that you will be able to assist include researching events that occurred in the 1960's 70's. 80's 90, and up to the present. Writing experience would be helpful. The book is about my life and times as well as growing up during the rebellious 60's, the Vietnam war, and when "The Greatest Generation" ruled the world and China made transistor radios and when the Beatles, The Rolling Stones and The Beach Boys were the "in crowd," the beat generation, and a hit song by a Massachusetts resident, Arlo Guthrie, was one of the biggest anti-Vietnam songs of the year, Alice's Restaurant, and the Red Sox would need to wait another 37 years to live "The Impossible Dream" after losing to the Carnivals in game 7 of the 1967 World Series to win a world series after the last win in 1919. (some local travel)

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This is a very rare and special opportunity to participate in a unique book that is likely to become a best seller, and will make an interesting story when someone asks you; What did you do over the summer? I will give special consideration to Needham students, high school or college age.

Send letter (email) and summary of qualifications, relevant coursework etc.

**Please note that the above represent the jobs that were received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).**