

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 11/03/14

Job Posting: Strength in Numbers Tutoring

Date: 10/13/2014 (Repost...still available)

Job Title: Promotions associate

Hourly Pay: \$10/hr

Age Requirements: At least 15 years old

Job Hours: After school

Company Name: Strength in Numbers Tutoring

Company Address: 35 Cottage Park Road, Apt. 1, Winthrop MA

Company Website: www.sntutoring.com

Contact Person: Steve Dalton

Number: 617-966-3198

Email: steve@sntutoring.com

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

Strength in Numbers Tutoring wants to boost enrollment for its SAT and ACT test preparation program. This job will involve distributing promotional literature for the company, by posting literature in local stores and on telephone poles and also by handing out flyers to potential students and their parents. You should be outgoing, friendly, and professional, and most importantly should know the places where potential students of ours spend time after school so you can go to where they are and give them a flyer/brochure.

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Job Posting: Hoffman Advisors, Ltd.

Date: 7-21-14 (Reposting...still available)

Job Title: Office Clerk

Hourly Pay: 10.00

Age Requirements: 16

Job Hours: Flexible, approximately 20-40 per week, depending on candidate's availability

Company Name: Hoffman Advisors, Ltd.

Company Address: 13 Highland Circle, Needham, MA 02494

Company Website: www.hoffmanadvisors.com

Contact Person: Mitchell Hoffman

Number: 617 840 3232

Email: mitch@mitchhoffman.com

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

1. Organizational activities including scanning, filing, shredding of a large number of documents that need to be stored electronically. I will provide training on how to do this, but the student should have familiarity with Microsoft Windows, Office, Adobe Acrobat and general use of a large office variety copier/scanner including OCR of the resulting files for indexing.
2. Requires someone who is Detail Oriented, Methodical, Fastidious, Neat

Please note that the above represent the job was 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).