

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 Posting 07/27/15

Job Posting: The Stone Institute

Date: 07/28/2015

Job Title: Receptionist

Hourly Pay: \$9.00 Per Hour

Age Requirements: 16

Job Hours: 4:30PM-7:30PM Mon-Fri (one or two nights); Sat/Sun – shifts available: 9AM-230PM and 230PM-730PM

Company Name: The Stone Institute

Company Address: 277 Elliot Street, Newton Upper Falls, MA 02464

Company Website: www.StoneInstitute.com

Contact Person: Carol Osofsky, Business Office Coordinator

Number: 617-527-0023

Email: cosofsky@stoneinstitute.com

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

We are looking for a few candidates who would like to work our Reception Desk to greet guests and answer the telephone.

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Job Posting: Innovative Business Law Group, PC

Date 7-13-2015

Job Title: Staff Assistant

Minimum Age: 14 (High School Freshman)

Job Hours: 3 afternoons/wk. – 7-9 hrs/wk. (We would want the student to work on Thursday of each week, with the other two days being on two of either Monday, Tuesday or Wednesday.)

Hourly Pay: \$9.50 / hr.

Company Name: Innovative Business Law Group, PC

Company Address: 20 Pickering Street, Needham

Company Website: www.innovativeblg.com

Contact Person(s): Jeannine Watkins

Phone Number(s): 781-444-2333

Email address: jwatkins@innovativeblg.com

Web site: www.innovativeblg.com

Type of Business: Business Law Firm

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

Duties include copying and/or scanning of documents, preparation of mail, running local errands (bank, post office, etc.), filing, organizing, computer data entry, light cleaning, and additional administrative tasks as requested. Applicant will be trained on specific applications – however, knowledge of Microsoft Office is helpful. Innovative Business Law Group, PC is a three-attorney business law office located in the center of Needham and within walking distance of Needham High School.

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Job Posting: Franklin Retail Solutions

Date: 6/29/2015

Job Title: Office Support

Hourly Pay: \$10 - \$12

Job Hours: Monday thru Friday, 9 to 1 daily (this schedule is flexible)

Age Requirements: 16+

Company Name: Franklin Retail Solutions

Company Address: 310 Spring Street, West Roxbury, MA

Company Website: www.FranklinRetail.com

Contact Person: Melinda Musco

Number: 857-776-3814 (o) or 508-922-4355 (m)

Email: Melinda.musco@franklinretail.com

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

Franklin Retail Solutions provides merchandising and marketing support to the leading brands in sports, including the likes of Nike and UA. We need a conscientious individual who pays attention to detail, is highly organized, technically capable, and a team player. Primary duties will include support of company shipping (some heavy lifting may be required) and marketing departments along with general office support.

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Job Posting: Environment Massachusetts

Date: 06/16/2015

Job Title: Grassroots Campaign Organizer

Hourly Pay: \$10-\$15/hr

Age Requirements: 18+ for campaign work, 16+ for internships

Job Hours: 1:45-10:00pm Monday-Friday

Company Name: Environment Massachusetts

Company Address: 2285 Massachusetts Ave, Cambridge, MA 02140

Company Website:

https://docs.google.com/forms/d/119Glepa6MxylJsJvshUKvlstuBk3aPZVqa_yaWVg-RA/viewform#start=invite

Contact Person: Shaina Kasper

Number: 617-354-0637

Email: skasper@fundstaff.org

Brief Description of the job duties and qualifications needed (1-2 sentences): Make a difference on issues that matter this summer. Help us gain public support to close the loopholes in the Clean Water Act!

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Job Posting: TJX Companies

Date: 6.20.15

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

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

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

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).