

Federal Community Service Work Study Program Job Listings (Jobs Off Campus with Community Service Agencies)	Updated 6/17/15				
To apply for the Jobs listed below you must have a Community Service Employment Authorization. Please contact MMcMillan@fsu.edu for the correct Authorization form. Please DO NOT use the On-Campus Employment Authorization that is on the Student Toolkit.					
Department	Contact Name	Address/Phone	Contact Email	Job Description or Special Notes	
2-1-1 Big Bend	Liovani M. Nazario, PhD	P.O. Box 10950, Tallahassee, FL 32302 / Phone (850)617-6309 Fax 561-3443	volunteerecord@211bigbend.org	Volunteer: Scan area newspapers, newsletters, web pages, and related material identify new human service programs, changes in existing services, short term events and information. Assist with the annual data collection survey process implemented to update to update listings in databases. Attend community meetings to network with other human service providers. Distill information from brochures and other materials. Enter referral information into agency IRIS database. Enter data into intranet database. Edit database entries. Hotline Counselor: Successfully complete 2-1-1 Big Bend Hotline Counselor Training. Submits shift preference forms by the 15th of each month for the following month's schedule. Fulfills all obligations to their hotline schedule. Arranges for other coverage if unable to fulfill all obligations. Arrives on time for all shifts. Attends or completes all training that is necessary to maintain hotline skills. Attends at least two counselor meetings or in services per year. Completes evaluation with Coordinator of Volunteers after six months of service. Seeks and uses feedback from clinical staff. completes other administrative tasks as required. Public Relations Volunteer: Prepare and distribute media releases to media outlets. Contact media outlets to insure coverage of agency news items. Track and copy and media coverage. Assist in outreach efforts around volunteer recruitment drives by distributing posters and leaflets to campuses and the greater Tallahassee area. Assist with other projects as needed. Special Event Volunteers: Promote event attendance to agency volunteers and staff. Attend events. Solicit donations from local businesses. Produce event-related materials (i.e., invitation, program). Publicize event to the greater Tallahassee area. Assist with event decorations and set-up. Assist with other projects as needed.	
America's Second Harvest of the Big Bend	Patricia Day	110 Four Points Way, Tallahassee, FL 32303 / Phone 850-562-3033	pday@fightinghunger.org	Office Assistant: Answer company phones lines in professional manner and route calls accordingly. Provide quality customer service to callers and trouble shoot issues as necessary. Receive and compile donations received from direct mail and other fundraising campaigns. Record donations timely in the donor database. Assist with meeting preparations. Assist with correspondence with agencies, board members, other organizations, etc. as directed by executive director. Assist with special event and fundraising planning and coordination as necessary. Assist other staff with office tasks as necessary. Salvage Coordinator: Maintains salvage area, including separation of unsorted salvage sorted salvage. Monitors sanitation and safety of area and volunteers. Maintains sanitizing supplies and other miscellaneous items needed. Evaluate salvage for cross contamination, infestation and general integrity. Conducts daily quality control inspections and addresses salvage issues. Assist in maintaining warehouse cleanliness and appearance and assisting in all functions related to warehouse. Food Drive Coordinator: Assists in the creation of food drive marketing and recognition materials. Establishes and maintains professional relationships with current food drive donors and prospective food drive donors. Assists food drive donors (including businesses organizations, civic groups, schools and others) in organizing and coordination successful food drives. Maintains and updates food drive database. Assists with preparing and generating thank you letters for donors. Utilizes excellent customer service skills to maintain relations with donors, supporters and the general public. Maintains a flexible attitude toward schedule changes to react to time sensitive food drives.	
American Red Cross	Chrys Ivey Goodwyne	1115 Easterwood Drive, Tallahassee, FL 32311 Phone: 850-878-6080	chrys.goodwyne@redcross.org	Special Events Support Staff for the Red Cross: Technology aptitude: Microsoft Word and a design software such as Publisher. Positive, outgoing, and a team player. Interest in American Red Cross and humanitarian ventures around the globe. Assist with special events planning, marketing of events such as Golf Tournaments and 5KRuns. Research donor databases to assist with developing plans for outreach. Help with community outreach.	
Big Bend Homeless Coalition	Stephanie Beckingham, Hope Community Director / Susan Pourciau, BBHC Executive Director	2729 West Pensacola Street, Tallahassee, FL 32304 / Phone 850-576-5566 ext 6120 Fax 577-0586	sbeckingham@bigbendhcc.org	Food Service Assistant: Assist in the operation of the HOPE Community café, including the preparation, serving and clean up of meals. Interact with residents in a respectful and caring manner, while attending to their needs. Work cooperatively with team members, residents and other volunteers, to maintain the safety, security and appearance of the cafeteria facility. All other duties as assigned. Clerical Assistant: Answering/direct/making phone calls (Inc. taking/distributing messages). Greeting visitors and facilitating their inquiries and requests. Receiving, sorting and distributing incoming mail. Assisting with maintaining filing systems. Photocopying, scanning and faxing. Typing or reviewing documents, data entry. Organizing information and supplies. Setting up meeting rooms, organizing refreshments for meetings and events. Facilities Specialist: Painting as necessary. Assisting Facilities Manager with monthly preventative maintenance including, but not limited to, blowing out the drain line and changing the filter on the air conditioning systems. Assisting with repairs and maintenance as necessary. Inventory/organize supplies as needed for the facility. Restock supplies in various buildings as necessary. Grounds keeping as needed. Maintain floors in the facility. Maintain the cleanliness of the administration building including the bathrooms. All other duties as assigned.	
Big Brothers Big Sisters of the Big Bend	Louis Garcia, CEO Melanie Quinton	565 E. Tennessee Street, Tallahassee, FL 32308 / Phone 850-386-6002 Fax 385-7382	ceo@bbbsbigbend.org melanie@bbbsbigbend.org	Customer Relations Specialist: Provide service delivery and program orientation to volunteers and clients via the phone, email, and in-person. Assist with other agency functions such as celebrations and fundraising events. General office duties as required.	

Boys & Girls Clubs of the Big Bend	Theresa A. Flury, President & CEO, Charles Smith, Director of Operations	306 Laura Lee Avenue, Tallahassee, FL 32303 / Phone 850-656-8100 ext. 308 Fax 656-6519	tflury@bgcbb.org csm	administrative assistant: ability to work in fast-paced environment. Good phone manners. Excellent communication and organizational skills. Monitor front office area. Answer phone and direct to correct extension. Bus Monitor/Club Assistant: pass background check. work with children 5-18 years. assist with homework (elementary and middle school). Ride bus with driver during after school pickup and ensure members behave on bus.
Capital Regional YMCA	Gwen Hopper	2001 Apalachee parkway, Tallahassee, FL 32301 Phone: 850-877-6151	ghopper@capitalregionymca.org	Membership Services Representative
Catholic Charities	Mary Ballard	1380 Blounstown hwy, Tallahassee, FL 32304 850-222-2180	ballardm@cc.ptdiocese.org	Social Media Specialist: proficient Facebook and twitter. Good writing skills. Student does NOT have to be Catholic. Post weekly updates to Facebook and twitter. Attend staff meetings. Attend occasional Catholic Charity events. Collaborate with stave on creative ways to promote Catholic Charities services, programs, and special events. Administrative Assistant: Experience with special event planning. Good writing, speaking, organizational skills. Positive and friendly. High regard for CONFIDENTIALITY of clients and staff. update databases; assist with the dissemination of thank you notes, assist with planning volunteer appreciation and research grant opportunities related to Christmas Connection 2014. perform various clerical tasks. take minutes during meetings. creator flyers for events. perform mass emails.
Capital Area Community Action Agency	Annie McDuffie	309 office plaza drive, Tallahassee, FL 32301. 850-222-2043 ext 113	annie_mcduffie@cacaa-inc.org	Student Assistant: Minimum Junior level student. Good computer skills. Ability to interpret rules and guidelines. Prefer social work or other human service course of study. Assist intake workers and case managers with clients. Help maintain files and answer phones.
Center for Leadership & Civic Education - Ambassador Program	Dr. Steve Mills	644-3174	smills@fsu.edu	Community Service paid position <i>Would you like to make a positive impact on your local community and FSU? If so, the Community Ambassador Program might be for you! The FSU Community Ambassador Program selects key students to serve as liaisons between a partnering local non-profit agency and Florida State University. As an FSU Ambassador, we ask that you work a minimum of 10 hours a week at one of our community partner agencies for both the Fall and Spring semesters. In addition to assisting with the recruitment, training, and organization of FSU student volunteers at your placement site, part of your work will also consist of providing direct service to your agency in order to meet any of their specific needs.</i> Benefits of the Ambassador program include: <ul style="list-style-type: none"> • Documentable Professional Experience • Leadership experience • A greater understanding of non-profit work and important social issues • A greater understanding of the needs of the community • A greater understanding of university resources • Federal Work Study hourly pay (\$9.00/hour if you qualify) <i>If you are interested in this opportunity and want more information about the Ambassador Program, our Partnering Agencies and how to apply please visit our website (http://thecenter.fsu.edu/involved/programs/Community.Ambassador.html) Also feel free to contact Dr. Steve Mills at smills@admin.fsu.edu for more information.</i>
Center for Leadership and Social Change, Peace Jam	Rody Thompson	645-8782	rthompson@fsu.edu	Community Service paid Position - Duties and Responsibilities: <ul style="list-style-type: none"> • Understands and articulates the Peace Jam mission, Peace Jam programs, and the Global Call to Action with ease. • Supports the Peace Jam staff in preparing for major events. • Creates and maintains resources, reports, and databases. • Serves as a leader and role model for other students by acting professionally and responsibly. • Represents and promotes the Peace Jam program on campus and in the community. Qualifications: <ul style="list-style-type: none"> • High degree of organizational skill and problem-solving ability • Enthusiasm for the goals and values of Peace Jam • Good work ethic with a commitment to completing tasks in a timely fashion • Willingness to be a team player, consistently respecting the rights and integrity of others • Desire to learn and grow professionally and personally
City of Tallahassee/Lincoln Center	Gwen Lucas, Center Supervisor / Patti Wallace	438 W. Brevard Street, Tallahassee, FL 32303 / Phone 850-891-4180 Fax 891-4178	gwen.lucas@talgov.com	Administrative Specialist II: Assist in the development, formulation and implementation of various programs activities. May represent superior in contacts with the general public and Lincoln Center foundation via direct mail and telephone. Assist with publication of Lincoln Center Newsletter.
Communities In Schools of Florida	Tara R Burgess, Dir. of Finance and Administration	444 Appleyard Drive %Tallahassee Community College Bldg 11 Suite 298 Tallahassee, FL 32304 850-201-9750 fax 850-201-9757	www.cis.fl.org	Communications Assistant - Answer Phones and greet visitors . Assist with production of marketing publications and materials
The Council on Culture and Arts	Amanda Thompsen	816 S. MLK Jr. BLVD, tallahassee, FL 32303	amanda@cocanet.org	Public Programs Assistant: Organized, Reliable, Experience in Arts Administration. Graduate or undergrad level arts coursework. Program assistance and administrative support and public engagement.

Damayan Garden Project	Kristi Katakka	1401 High Road, Tallahassee, FL 32304 / Phone 850-383-6556, 694-1568, Fax 645-2365	kristi.hatakka@gmail.com	Gardening Assistant/P.R. Assistant - Interest in gardening and sustainable practices. Assist staff in gardens at Lichgate, Frenchtown and Boys and Girls Club. Assist with public relations events, attendance at community meetings, and garden installations. Hours vary. Most opportunities are Monday mornings, Thursday and Friday Afternoons.	
Department of Juvenile Justice	Agnes Denson	2737 Centerview Drive Suite 103 Tallahassee, Fl 32399/ Phone 850-717- 2576	agnes.denson@dj.state.fl.us	Clerk Specialist - case Management (processing home study and progress reports, record checks). Creating a nation- wide runaway survey for the interstate compact for juveniles.	
ECHO Emergency Care Help Organization	Marta Arrington, Executive Director Kimberly Ladner, Alternate Supervisor	702 W. Madison Street, Tallahassee, Fl 32304 / Phone 850-224-3246 Fax 224-3267	marrington@echotally.org or assistance@echotally.org	Community Outreach Coordinator: Assist Director and program managers with outreach activities. Coordinate quarterly agency newsletter.	
Florida Law Related Education Association, Inc (FLREA)	Erin Crowe	2930 Kerry Forrest Pkwy, Suite 202, Tallahassee, Fl 32309 (850) 386-8223	ecrowe@flrea.org	Marketing and Creative Consultant - Proficient in Microsoft office, internet search databases, strong writing and research skills. Must be able to develop promotional materials using varied media, assist in various fundraising campaigns, grant research and development. Office Assistant - Proficient in Microsoft Office. Perform general office tasks, develop excel spreadsheets and miscellaneous nonprofit work. Education Assistant - Education major. Research existing curriculum materials. Assist in the development of curriculum materials. Curriculum implementation (possible student interaction) Program Assistant - Proficient in Microsoft Office. Background in Political Science, Pre-Law, Education, English language. Be responsible for research and report development, data collection, miscellaneous nonprofit work.	
Grace Mission	Elizabeth Crowe	303 W Brevard St, Tallahassee, FL 32301 850- 224-3817	elizcrowe@comcast.net	Enthusiastic about working with children. Self Motivated, patient and flexible. Proficient computer and organizational skills.	
Gadsden Arts Center	Grace R. Maloy	13 N. Madison St. Quincy, FL 32351. 850-627-5020	grace@gadsdenarts.org	Event Coordinator: organizational and planning skills. Written and verbal communication skills. Computer: word, excel, pages or InDesign. Arts administration program coursework. Assist executive director with event planning, marketing and evaluation.	
Good News Outreach	Steve Starke	347 Office Plaza Drive Tallahassee, Fl	steves@goodnewsoutreach.org	Receptionist: Excellent communication and customer service skills. Must be able to use Excel and Word at an intermediate level. Comfortable interacting with people from diverse cultures, incomes, and educational levels. Clerical skills. Maintain records and stats.	
Good Samaritan Network	Beth Burns	2122 Willie Vause Road Tallahassee, Fl 32303 850 329-7512	beth@gsncares.org	Ministry Assistant: Mentally and physically able to assist in tasks. Drug and alcohol free while on duty. Safe to work around women and children.	
Goodwill Industries	Dee Austin	300 Mabry St Tallahassee, Fl 32304 850-576-1745 ext136	daustin@goodwillbigbend.com	Job Coach Assistant: Communication skills/ customer service skills. Able to use microsoft word/office. Familiar with computers.	
Hillel at Florida State University	Melanie Annis, Executive Director	843 W. Pensacola Street, Tallahassee, Fl 32304 / Phone 850-222-5454 Fax 222-8679	director@hillel@fsu.edu	Office Assistant - Perform the duties of a receptionist and execute data entry functions as required or needed.	
Institute of Family Violence Studies	Karen Oehme, J.D.	College of Social Work C- 2306 University Center 850-644-6303	koehme@fsu.edu	This is an On Campus Community Service Work Study Job: Work Study Intern - Responsible and task oriented. Conduct library and internet research on issues related to families, children, and family violence in various contexts, write mini trainings and "think pieces" on issues that address social services and family violence. Coordinate mailings and filings for projects, help with data analysis, record minutes, plan and assist with community activities for the projects, attend community meetings and events. Help design and revise posters, graphics and other resources used for the projects. Test and provide feedback on training tools. Manage directory databases.	
John Riley Museum	Marion McGee	419 E. Jefferson, Street, Tallahassee, Fl 32301 / Phone 850-681-7881 681- 7803 Fax 601-7000	mmcgee@rileymuseum.org	Office Assistant : Clerical skills. Public Relations. Knowledge of communication computer system and programs. Assist with day to day office communications. Assist senior staff with duties. Conduct tours.	
Lincoln Center	Gwen Lucas, Center Supervisor / Patti Wallace	438 West Brevard Street, Tallahassee, Fl 32301 / Phone 850-224-2469 Fax 224-1139	gwen.lucas@talgov.com	Administrative Specialist II: Assist in the development, formulation and implementation of various programs activities. May represent superior in contacts with the general public and Lincoln Center foundation via direct mail and telephone. Assist with	
Literacy Volunteers of Leon County	Rhonda Cooper, Program Director, Alden Field	2817 S Adams Street Tallahassee, Fl 32301 / Phone 850-606-2644 Fax 606-2601	cooperr@leoncountycl.gov	Literacy Program Assistant: Duties would include answering phones, greeting tutors and students, opening/locking up rooms, greeting new and potential clients (students) and providing information about our programs, helping with tutor trainings as requested, helping program coordinators with program needs (e.g., creating and distributing flyers, copying materials for trainings, entering information in database), performing some general office tasks (filing, copying, collating)	not taking applications at this time
NAACP	Gail Rogers	2334 Capitol Circle N.E., Tallahassee, Fl 33310 / Phone 850-224-0697	Grogers@admin.fsu.edu	Assist NAACP in promoting initiatives throughout the community. Assist in answering office phones. Perform other duties as required.	

Neighborhood Health Services	Jeanne S. Freeman, Supervisor, Oretha Jones, Alternate Supervisor	438 West Brevard Street, Tallahassee, FL 32301 / Phone 850-224-2469 Fax 224-1139	jfreeman@nhsclinic.org ojones@nhsclinic.org	Interview patients to determine eligibility based on established criteria. Assign eligibility category and sliding fee program category as a basis for the patient's reimbursement for services. Collect appropriate sliding fee documentation. Coordinate with the clinical staff to ensure steady patient flow and reasonable patient waiting times. Serve as back up for other areas, including but not limited to receptions duties, medical records, information and referral, scheduling appointments, etc. Performs a range of routine administrative tasks for the patient assistance program as needed. Assists in training new staff on routine procedures. Perform other duties as assigned.
Renaissance Community Center	Mark Lazarus	457 Virginia Street, Tallahassee, FL 32304 Phone: 850-296-1393	marklazarus5001@comcast.net	Data Entry/ Receptionist: Have the ability to use Microsoft excel. Have a pleasant demeanor. Be have computer proficiency. Required Coursework: CGS2026. Responsible for data entry of statistics. Greeting clients.
Southside Arts Complex	Marcus Rhodes	2525 S. Monroe St. Tallahassee, FL 32311	mir70@aol.com	Fundraising Assistant: Strong communication skills. Microsoft PowerPoint and excel capabilities. Marketing creativity. Implementing fundraising initiatives. Assisting with project and even logistics.
Southern Scholarship Foundation	Barbara M Moro, Director of Student Affairs	322 Stadium Dr, Tallahassee, FL 32304	bmoro@southernscholarship.org	Student Affairs Assistant: proficient with Microsoft office. Professional demeanor. Assist with current scholarship assignments, recruitment, and processing scholarship applications. Assist with special projects. Possible admin, public relationship and grant research tasks assigned. Community relations assistant: assist with community outreach. assist with fundraising, fund development, donor relations and scholarship recipients.
Tallahassee Animal Services	Perri Dale, Asst. Director	1125 Easterwood Drive, Tallahassee, FL 32311	Perri.Dale@Talgov.com	Assistant Volunteer Coordinator: Application processing. Overseeing Special events. Organized and friendly.
Tallahassee Senior Foundation	Ruth Nickens, RN	1400 N Monroe St. Tallahassee, FL 32303 850-891-4042	ruth.nickens@talgov.com	Major in health related field. Interest in working with older adults. Requires Nutrition/Health related coursework. Assist with health screenings and health programs. Assist with special events.
Tallahassee Urban League	Curtis Taylor, Supervisor	923 Old Bainbridge Rd, Tallahassee FL 32303 850-222-6111 fax 850-561-8390	turbanleague@yahoo.com	Position Titles Listed (4 positions): Rehab/Grant Specialist: work with housing director; Secretary: work with housing director and president/CEO, Bookkeeper: work with president/CEO, Receptionist
Walker Ford Community Center	Sedrick Swan Director	2301 Pasoc Street Tallahassee, FL 32301 850-891-3970	sedrick.swan@talgov.com	Recreation Aid: Knowledge of activities involved in a community recreation. Basic skills of tools and equipment. Assist staff with different activities for youth.
Ten Thousand Villages	Mai Mortenson/Ann Hingst	1415 Timberlane Rd Suite 322 Tallahassee FL 32312 850-906-9010	tallahassee@tenthousandvillages.com	Sales Associate - Retail experience preferred, customer service experience. Responsible for selling handmade items, telling artisan stories. Open Monday -Saturday, 10am to 6pm
Westminster Oaks	Linda DiGonzalez, Director of Volunteer Services and Internships	4449 Meandering Way Tallahassee, FL 32308 / Phone 850-878-1136 Ext. 285 Fax 878-1466	digonzar@aol.com	Represent the Volunteer Office. Perform all tasks associated with bringing volunteers, students and student organizations to the agency.