

Community Service Work Study- Updated 10/06/2017	Contact Name	Phone	Contact Email	Job Location	Job Description	Special Notes
Z-1-1 Big Bend Inc.	Julienne Erwin	(850)617-6309	jerwin@211bigbend.org	Confidential location	Call for more information.	
America's Second Harvest of the Big Bend	Shannon Piotrowski	(850)562-3033 ext.214	spiotrowski@fightinghunger.org	4446 Entrepot Blvd.	<b>Child Nutrition Assistant-</b> assist Program Director and Agency Relations Court. As needed, assist with afterschool medications and backpack programs. <b>Community Partnership Recruiter-</b> research and meet prospective partner agencies to discuss ASHBB opportunities. <b>Volunteer Coordinator Assistant-</b> assist with recruiting volunteers.	
AMI Kids	Shannon Baker	(850)921-1250	smbaker@amikids.org	2514 West Tharpe Street	<b>Operations Secretary-</b> assist Director in executing his/her duties, provide admin support to Executive Director, must facilitate proper administrative functioning of daily operations, professional provision of main office/reception services, assist with confidential maintenance of files, student records, and operational statistics.	
Carters Corner Community Services Inc.	Samuel Carter	(850)510-6708	carterscorner@me.com	Multiple addresses. Call for more information	<b>Community Support Staff-</b> collaborate with partners, coordinate activities/programs, recruit and research potential activities, design marketing strategies, seek potential sponsorship, establish new partners, participate in budget and financial mgmt., communicate with boosters, and participate in fundraising opportunities.	
Communities in Schools of Florida, Inc.	Tara Hall	(850)201-9752	HallT@cisfl.org	444 Appleyard Drive	<b>Communications &amp; Social Media Intern-</b> post regularly to social media sites and assist with updating/printing of collateral materials. <b>Legislative Intern-</b> schedule meetings with legislators via phone and email and assist director with preparing packets for meetings. <b>Volunteer Recruitment Intern-</b> assist with phone calls and send emails in follow-ups and recruit volunteers through social media and other sites.	
Diamonds in the Rough	Leroy Smith	(850)210-3958	dirsee2010@yahoo.com	50 David Road (Monticello, FL)	<b>Administrative Assistant, Mentor, Tutor-</b> assist with goal setting, academics, planning/making good choices. Build relationships with mentee (high school students), motivate and build self-esteem.	
Florida Natural Areas Inventory	Amy Knight	(85)224-8207	aknight@fnai.fsu.edu	1018 Thomasville Road, Suite 200-C	<b>Conversation Data Technician-</b> assist with organizing and cataloging digital files related to conversation projects. Potential to assist with conversation-related GIS mapping and database projects.	Entry level Biology or Environmental coursework required.
Florida Veterans Foundation	Dennis Baker	(850)488-4181	bakerd@fdva.state.fl.us	The Capitol, Suite 2107	<b>Veterans Assistant-</b> assist with marketing and social media. Support in emergency financial claims for Veterans. <b>Media Intern-</b> assist in generating weekly content, develop initiatives to improve campus community size and engagement, collaborate with other team members and attend occasional meetings, monitor and promote social media platforms, and complete comparison analysis evaluation process.	
Goodwill Industries Big Bend, Inc.	Dee Austin	(850)576-7145	daustin@goodwillbigbend.com	300 Mabry Street	<b>Career Specialist-</b> call for more information.	
Grace Mission	Elizabeth Crowe	(850)224-3818	elizcrowe@comcast.net	655 West Jefferson Street	<b>After School Assistant-</b> supervise children, assist Program Director and volunteers, maintain supplies, help with creative play, meals, and homework as needed.	
Hillel at FSU Foundation	Melanie Annis	(850)222-5454	mannis@hillelatfsu.org	834-2 West St. Augustine Street	<b>Receptionist-</b> must provide administrative support to Hillel @ FSU. The position requires attention to detail as well as an ability to work with the public.	
John G. Riley Center/ Museum (JGRCM)	Felicia Riley-Miles	(850)681-7881	fmiles@rileymuseum.org	419 East Jefferson Street	<b>Office Assistant-</b> assist with tours and clerical administrative support.	Public Relations Grad Students required.

Leon County Public Defenders Office	Andrea Tinoco	(850)606-1025	andrea.tinoco@flpd2.com	301 South Monroe Street, Site 401	<b>Investigative Intern-</b> must be able to speak with clients of the law firm, write reports, record records and examine photos and videos. Must have three core classes in FSU Criminology Program.	Junior or Senior students preferred.
Lincoln Neighborhood Service Center	Gwen Lucas	(850)891-4180	gwen.lucas@talgov.com	438 West Brevard Street	<b>Administrative Specialist-</b> assist in development, formulation, and implementation of various programs/activities, represent supervisor in contacts with the general public and Lincoln Center via direct mail and telephone, and assist with publication of Lincoln Center Newsletter.	
Literacy Volunteers of Leon County	Rhonda Cooper	(850)606-2644	literacy@leoncountryfl.gov	200 West Park Avenue	<b>Program Assistant-</b> assist with answering phones and greeting tutors, opening/locking up rooms, greeting potential clients/helping with tutor trainings, and help program coordinators with program needs. <b>Office Lab Assistant-</b> assist with Learning Center program coordinator in managing the volunteer tutoring program. Duties include tutoring students, entering students/tutor info. in the database, answering phones, create/distribute flyers.	
Living Stone International Inc.	Josephine Montgomery	(850)765-0320	jc@welivingstones.org	1341 Cross Creek Circle	<b>Tutor/Mentor-</b> actively involved in learning process to help students with problems, vocab, principles, mistakes, and aiding students to work with minimal supervision. Assist with learning and development strategies for students.	
Mickee Faust Alternative Performance Club, Inc.	Donna Nudd	(850)524-0389	dnnudd@gmail.com	623 McDonnell Drive	<b>Assistant to Executive Director-</b> assist in managing sublets of the Academy, writing reports, serve as major producer for a celebration, update web presence on website, oversee the creation of fall/spring audience surveys, maintain/initiate connections with heterosexual outlets, oversee the mail out of the annual fundraiser and participate creatively in fall/spring theatrical events.	Master's Degree and at least one year of experience working in arts, preferably theatre.
Palmer Monroe Teen Center	Ivanna Pengelley	(850)891-2568	becky.pengelley@talgov.com	1900 Jackson Bluff Road	<b>Recreation Assistant-</b> organize and supervise activities for youth and assist with maintaining the cleanliness and order of the center.	
Smith-Williams Service Center	Frank Holmes	(850)891-1860	franklin.holmes@talgov.com	2295 Pasco Street	<b>Center Supervisor-</b> teach and assist in development, classes, coordination, formulation and implementation of various indoor & outdoor games, activities, and programs. If available, will attend SWS Foundation & Advisory Boards monthly	
Southern Scholarship Foundation	Barby Moro	(850)222-3833	bmoro@southernscholarship.org	322 Stadium Drive	<b>Student Affairs Assistant-</b> assist with current scholarship assignments, recruitment, processing scholarship applications, special projects/community outreach and possible administrative, public relations, and grant research tasks assigned.	
Southside Arts Complex	Marcus Rhodes	(850)597-9726	southsideartscomplex@gmail.com	1533 South Monroe Street, Suite #2	<b>Office Clerk-</b> assist in receiving SAC quests, answer phones, maintain office. Duties also include: Art exhibit tour guide, venue tours, and event calendar coordinator.	
Tallahassee Animal Services	Perri Dale	(850)891-2966	perri.dale@talgov.com	1125 Easterwond Drive	<b>Shelter Assistant-</b> assist with clerical duties and special events.	
Tallahassee Museum	Suzie Buzzo	(850)575-8685	animals@tallahasseeuseum.org	3945 Museum Drive	<b>Animal Care Tech Assistant-</b> must be able to feed and medicate animals according to schedule, clean/disinfect cages and pans, maintain equipment, prepare diets and medications, report any signs of illness or unusual behavior, assist with medical procedures and fecal exams, assist with other projects as needed, maintain appearance of zoo trails and habitats, interact with museum visitors, and participate in animal enrichment program.	Biology or Pre-Vet majors required.
Tallahassee Senior Center	Ruth Nickens	(850)891-4042	ruth.nickens@talgov.com	1400 North Monroe Street	<b>Health Program Assistant-</b> assist with programs and interact with older adults and staff.	Social Work or health related majors required.

Tallahassee Urban League Inc.	Yvonne Whitehead	(850)222-6111	ywhitehead4@yahoo.com	923 Old Banbridge Road	<b>Office Assistant-</b> assist clients by providing direct free services in all aspects to carry out the goals and objectives of the agency. Provide front office appearance and professionalism, answer phones, type reports/memos, make copies and fax, maintain membership, and provide referrals to clients for services not provided through the program.	
The Frontline Project Inc.	Rudolph Ferguson	(850)290-3752	rudolph@flipinc.org	1215 West Tharpe Street	<b>Community Assistance Specialist-</b> assist program coordinators with youth and admin support and assist Director/Executive Director of Youth Services.	
The Kearney Center	Monique Ellsworth	(850)792-9000	monique.ellsworth@cesctih.org	2650 Monicipal Way	Call for more information.	
Walker Ford Community Center	Aeshah Jefferson	(850)891-3970	aeshah.mcqueen@talgov.com	2301 Pasco Street	<b>Recreational Leader-</b> assist with the coordination of the after-school program and related special events. Students should have the ability to follow oral and written instructions and carry out assigned tasks.	
Westminster Oaks	Linda DiGonzalez	(850)878-1136 ext: 285	ldigonzalez@wservices.org	4449 Meandering Way	<b>Assistant to Director of Volunteer Services-</b> assist director with all administrative work. Call for more information.	
Florida Commission on Offender Review	Daphne Asbell	(850)487-3259	daphneasbell@fcor.state.fl.us	4070 Esplanade Way	<b>Intern/Staff Assistant-</b> review Clemency/parole files to identify and locate victims, access documents and verify criminal changes as needed from CDC and ONbase system. Use Clear search engine to locate victims. Review parole cases for sufficiency of information to document aggravations and assist in gathering case information.	
Neighborhood Medical Center, Inc.	Jeanne Freeman	(850)224-2469	jfreeman@neighborhoodmedicalcenter.org	438 West Brevard Street	<b>Assistant-</b> interview patients to determine eligibility, assign eligibility category and sliding fee program category as a basis for the patient's reimbursement services, collect appropriate sliding fee documentation, coordinate with clinical staff to ensure steady patient flow, serve as back up for other areas including to reception and medial duties, and perform a range of routine administrative tasks for the <u>patient assistance program</u> as needed.	
Florida Department of Law Enforcement	Jessica Davenport	(850)410-8646	jessicadavenport@fdle.state.fl.us	2331 Phillips Road	<b>Intern to the Florida Fusion Center (FFC)</b> will be introduced to intelligence and analysis in the state of Florida. The FFC intern assists with administration of intelligence sharing meetings, background research for FDLE intelligence products and special projects. The FFC intern also assists the Intelligence Watch & Warning unit with analyzing incoming information and media reports to identify potential threats.	Senior or Graduate Student required.