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SAMPLE PAGE
FROM AN ISSUE OF
*NONPROFIT
DIRECTIONS*

DISPLAY AD



**The Crystal Stairs Mission:
To improve the lives of families
through
child care services, research, and
advocacy**

We are one of the largest private, non-profit child development corporations in California. Our success comes from our dedication to promoting healthy, enriching lives for children and their families.

At Crystal Stairs, our employees are very important to us. We have a professionally and ethnically diverse work force made up of people who are united around our mission and corporate values. Our work environment reflects the respect we have for the work we do, the people we do it for, and the people who do it. We need resourceful people who enjoy challenge, embrace excellence, love learning, and approach the world with a can-do spirit. If this sounds like you, please fax your resume right away!

We are searching for 3 leaders to serve as Division Managers in Parent Services, Provider Services, and Service Monitoring and Improvement.

Bachelors degree required, Masters degree preferred. Min 3-5 years mgmt exp req. Significant understanding of Child Care Assistance Program and CalWORKs Child Care Subsidy Program. Significant mentoring, coaching, or training exp. Bilingual Eng/Span a plus.

Crystal Stairs has excellent benefit packages and well-equipped, beautiful offices.

Send your resume and salary requirements to:

Crystal Stairs, Inc.
ATTN: Human Resources
650 W. Adams, Suite 100
Los Angeles, CA 90007
FAX: (323) 421-1078

For detailed job descriptions, please visit
www.crystalstairs.org

Child Care Positions

Immediate openings at **PLAYGROUP** (Echo Park/Silverlake), a community based nonprofit serving 32 children ages 2-5. High quality care, multilingual, multicultural, anti-bias, nonviolent curriculum. Head Start funding. 3 positions available, which may be combined depending on interest and experience. Full-time or part-time hours to be arranged.

Childcare Director: eligible for Site Supervisor Permit to provide leadership in team based setting. Responsible for all administrative duties. Proficient at MS Office, strong communication skills, Spanish bilingual preferred. Min. 2 yrs. exp. Full or part-time \$17/hr. or above. DOE.

Childcare Lead Teacher: eligible for Teacher Permit, creative and energetic leader to work in team environment. Strong communication skills. Bilingual Spanish required. Min. 4 hrs each morning M-F. Min 2 yrs experience. \$17/hr or above. DOE.

Community Organizer: to organize field trips and special events and administer program contract. Excellent verbal and written communication skills. Bilingual Spanish required. Proficient at MS Office. Min. 1 yr. administrative experience. No ECE units required. \$10/hr. or above. DOE.

Contact Ruth Beaglehole: 323-660-9665. Fax letter and resume: 323-660-8039.

Community Based Specialist

Community Based Specialist for San Gabriel Valley small nonprofit agency. Pleasant personality, team player, detail-oriented, able to compose correspondence. This position provides administrative and program support to developing and promoting community awareness. Requires MS Word proficiency, ability to prioritize multiple duties. Full-time position with vacation, medical, dental, vision and life insurance benefits. Office closed Friday. Starting salary \$10+/hour.

Fax or mail resume and salary requirements to: Kathy, 626-447-0683, or mail to: 101 Wheeler Ave., Arcadia, CA 91006.

Executive Assistant

Part-time. Neighbor to Neighbor seeks self-starter. Meet deadlines. Work well under pressure in small, busy office. Passion for social and economic justice. 1-3 years administrative experience. Proficiency with Microsoft Office. Database management, research, and strong interpersonal skills. Salary DOE. Must fill ASAP. Fax resume to: 310-337-7143 or email: n2nnational@aol.com.

Health Educator

Health Educator for cutting-edge tobacco education program, the Smokefree Apartment House Registry. Must have bachelor's degree with a major in health sciences, sociology, or political science. Experienced in public health policy and/or community organizing. Master's in Public Health and bilingual in Spanish a plus. Location in West San Fernando Valley: 818-363-4220 or fax: 818-363-2260. \$3,000/month to \$3,225/month full-time. Position can be 30 hours per week if desired.

Literacy Coordinator

At faith-based nonprofit in Los Angeles. Responsible for oversight and implementation of HOSTS literacy program. Develop individualized lesson plans, assess reading levels. Training provided. Monitor students progress. \$27-32,000. Fax resume: Lori, 213-385-8482 or email: lobregon@bresee.org. EOE.

Marketing Director

Los Angeles Chamber Orchestra seeks detail-oriented team player to implement marketing/advertising plans, supervise subscription/renewal campaigns, manage telemarketing and Box Office departments, produce all printed materials, oversee proofing/edits and coordinate with graphic designer, printer, publicist. \$50,000 salary plus excellent benefits. Fax resume: 213-955-2071.

Manager, Volunteer Services

The mission of Kids In Sports (KIS) is to create community-led after-school sports programs for youth in underserved areas of Los Angeles County. KIS currently operates 14 clubs that deliver sports activities in baseball, basketball, soccer, softball,

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