

COMMUNITY WORK SERVICES DIRECTORY

Alabama Center for Law and Civic Education

Cumberland School of Law, 800 Lakeshore Drive, Birmingham, AL 35229

Contact Person: Alan Stevens at (205) 726-2784 or asteven4@samford.edu (updated 9/01/15)

Mission: Our mission is to educate young citizens in civic knowledge, skills and responsibilities by providing resources in law related educational materials to middle and high school students, teachers and other resource personnel.

Job Description: FWS duties may include assisting with phone coverage, data entry, mailings, errands and administrative duties as needed. Students may be asked assist at Program Development Workshops (registration, photography, etc.).

Alabama Possible

1016 19th Street South, Birmingham, AL 35205 Website: alabamapossible.org

Contact Person: T. C. McLemore at (205) 939-1408 or tmclmore@alabamapossible.org (updated 9/06/15)



Mission: The mission of the Alabama Possible is to reduce poverty and its impacts through strategic partnerships with higher education institutions, community partners, policymakers, and faith-based organizations. Its programs equip higher education and faith-based partners with the tools, information, and outreach activities they need to understand poverty and address it effectively.

Job Description: Development and communications assistant.

America Reads and Counts

Financial Aid Office, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229

Contact Person: Patty Roark at (205) 726-2905 or (800) 888-7245 or proark@samford.edu (Updated 9/01/15)

The mission of the **America Reads Program** is to insure that every child (grades K-3) can read well and independently by the end of the third grade. The mission of the **America Counts Program** is to help students (K-9) through the ninth grade in developing and building strong mathematical skills. FWS job opportunities are given to qualified students. While students may be placed at any area over-the-mountain, rural or inner city schools, Samford University works mainly with the Homewood school system in finding locations for federal work study students to be placed as

reading or math tutors. (Updated 9/06/2015)

Aldridge Botanical Gardens

3530 Lorna Road, Hoover, AL 35216 Website: www.aldridgegardens.com
Contact Person: Tynette Lynch at (205) 682-8019 ext 7 or tlynch@aldridgegardens.com (updated 9/01/14)

Mission: Aldridge Botanical Gardens is a 30 acre public botanical garden in the heart of Hoover. Our mission is to be a venue for visitors to experience how nature and art can work for the mutual benefit of both.

Job Description: FWS jobs may include working closely with Education Director, Executive Director, Volunteer Coordinator and Membership Director. Learn non-profit organization processes.

Aletheia House

201 West Finley Avenue 35204 website: www.specialkindofcaring.org
Contact Person: Sissy Hembree at (205)324-6502 shembree@specialkindofcaring.org (updated 9/13/12)

Mission: The mission of Aletheia House is to empower low income people with the skills and values they need to be responsible for their own well-being.

Job Description: FWS jobs may include Residential Aide and clerical positions.

American Cancer Society - Joe Lee Griffin Hope Lodge

1104 Ireland Way, Birmingham, AL 35205
Contact Person: Cindy Perdue at (205) 930-8881 or cindy.perdue@cancer.org (Updated 9/01/14)

Mission: Our mission is to provide a free, temporary lodging for adult cancer patients while in Birmingham receiving treatment.

Job Description: FWS jobs may include front desk assistance – answer phone, check guests in and provide orientation of lodge. Also, shuttle coordinating and shuttle driver (must be 21 yrs. old, must have a valid driver's license, & have a good MVR). Hours are Monday through Friday from 8am to 5pm. Four and eight hour shifts are available.

Arc of Jefferson County

215 21st Avenue South, Birmingham, AL 35205 www.arcofjeff.com
Contact Person: Wanda Williams at (205) 705-1850 or wwilliams@arcofjeff.com (updated 9/06/15)

Mission: The ARC of Jefferson County advocates for the rights and full participation of all children and adults with intellectual and developmental disabilities. Together with our network of members and affiliated chapters, we improve systems of supports and services, connect families, inspire communities and influence public policy.

Job Description: FWS jobs include assisting with the training of adults with intellectual and developmental disabilities as well as collaborating with the development office with press releases, public relations, media relations and marketing.

Bell Center for Early Intervention

1700 29th Court South, Birmingham, AL 35209

Contact Person: Andi Gillen at (205) 870-0081 or agillen@thebellcenter.org (updated 9/01/15)

Mission: The mission of the Bell Center for Early Intervention is to maximize the potential of children birth to three who are at risk for developmental delay.

Job Description: FWS jobs may include: Child Assistant – working one on one with a special needs toddler in a classroom environment that prepare the child for a “typical preschool” class. The “volunteer/work-study” participant would work under the direction of a special education teacher, speech pathologist, physical therapist and occupational therapist.

Better Basics, Inc.

211 Summit Pkwy, Ste. 108, Birmingham, AL 35209 www.betterbasics.org

Contact Person: Bill Harris at (205) 944-2928 or bharris@betterbasics.org (updated 9/01/15)

Mission: The mission of Better Basics is to make a positive difference in the lives of children and their families by advancing literacy through enrichment and intervention programs.

Job Description: FWS jobs may include: 1) After school aid 2) Public relations and Development Assistant 3) Program Assistant – Enrichment 4) Program Assistant – Intervention .

Big Brothers Big Sisters of Birmingham

1901 14th Avenue South, Birmingham, AL 35205 www.bbbsbhm.org

Contact Person: Sue Johnson at (205) 939-5590 or sjohnson@bbbsbhm.org (Updated 9/01/15)



Mission: The mission of BBBS of Birmingham is to provide positive role models to children in single parent families.

Job Description: FWS job opportunities include: Receptionist, Customer Service; data entry, helping with events and children’s activities, help with recruiting volunteers.

Birmingham AIDS Outreach

P.O. Box 550070, Birmingham, AL 35255

205 32nd Street South, Birmingham, AL 35233

Contact Person: Polly Kellar at (205) 322-4197 ext. 11 or Polly@BirminghamAIDSoutreach.org (Updated 9/01/15)

Mission: The mission of Birmingham Aids Outreach is to enhance the quality of life for people and families living with HIV/AIDS and to prevent further spread of the disease through age appropriate prevention education programs.

Job Description: Students will provide clerical office assistance, assisting clients with carrying groceries or nutritional supplements, special events help, clothing closet help and other tasks as they arise.

The Birmingham Baptist Association (The Remedy Project)

750 Montclair Road, Birmingham, AL 35213

Contact Person: Sammy Campbell at (205)908-8722 or servingutoo@gmail.com (Updated 9/06/13)

Mission: Our mission is to facilitate churches working together and to loan out medical equipment to the poor or non-insured person who would otherwise do without proper medical devices.

Job Description: FWS jobs may include administrative and technical assistance for the maintenance and distribution of medical equipment.

Birmingham Botanical Gardens (Friends of the Birmingham Botanical Gardens)

2612 Lane Park Road, Birmingham, AL 35223

Contact Person: Taylor Steele at (205) 414-3962 or tsteele@bbgardens.org (Updated 09/01/15)

Mission: Our mission is to promote public knowledge and appreciation of plants, gardens, and the environment and receive, raise and administer resources for these purposes.

Job Description: FWS jobs may include assisting with various departmental operations of The Gardens such as membership, development, administrative and education.

Birmingham Civil Rights Institute

520 Sixteenth Street North, Birmingham, AL 35203

Contact Person: Carol Wells at (205) 328-9696 Ext. 227 or cwells@bcri.org (Updated 09/06/13)

Mission: Our mission is to promote civil and human rights worldwide through education.

Job Description: FWS jobs include 1) Finance Office Assistant 2) Archives Assistant 3) IT Assistant

Birmingham Museum of Art

2000 Rev. Abraham Woods Jr. Blvd, Birmingham, AL 35203 www.artsbma.org

Contact Person: Lindsey Hammel at (205) 254-2070 or lhammel@artsbma.org (Updated 9/03/15)

Mission: The mission of the Birmingham Museum of Art is to provide an unparalleled cultural and educational experience to a diverse community by collecting, presenting and preserving works of art of the highest quality.

Job Description: FWS jobs include Education Department assistance.

Birmingham Zoo

2630 Cahaba Road, Birmingham, AL 35223 www.birminghamzoo.com
 Contact Person: Jana Jordan at (205) 879-0409 *278 or jjordan@birminghamzoo.com (Updated 09/06/13)

Mission: The mission of the Birmingham Zoo is to inspire passion for the natural world through innovative, educational programming that utilizes the Zoo's resources.

Job Description: FWS jobs may include internships in Business, Education Department, Volunteer Department and Animal Management.

Brother Bryan Mission

1616 2nd Avenue North, Birmingham, AL 35203 www.brotherbryanmission.com
 Contact Person: Brian Keen at (205) 322-0092 or bkeen@bbmission.com (Updated 9/09/13)



Mission: The mission of the Brother Bryan Mission is to glorify the Lord Jesus Christ by providing for the physical, emotional and spiritual needs of economically and spiritually impoverished men of the Birmingham area,

Job Description: FWS job opportunities include clerical work, data entry, social networking, assistance in food services, food pantry and clothing ministry to the homeless.

Campfire USA – Links Up Mentoring

106 Oxmoor Road, Suite 152, Birmingham, AL 35209 www.campfire-al.org
 Contact Person: Gina Weaver at (205) 324-2434 or gweaver@campfire-al.org (Updated 9/09/13)



Mission: The mission of Camp Fire is to build caring, confident youth and future leaders.

Job Description: FWS job opportunities include office/clerical work – excel, Microsoft. Planning and leading lesson plans, mentoring groups of elementary and middle school youth.

Care First Hospice

1400 Urban Center Pkwy., Vestavia, AL 35216
 Contact Person: Jill Miranda at (205) 381-1744 or JMiranda@carefirst-al.com (Updated 10/01/11)

Mission: Our mission is to provide comfort measures in order to increase the quality of life for terminally ill patients and their families.

Job Description: FWS jobs may include Administrative Assistance, Patients Companionship/ Family Support or Bereavement Support.

Children's Dance Foundation

1715 27th Court South, Birmingham, AL 35209 www.childrensdancefoundation.org
 Contact Person: Blakely Cottle at (205)870-0073 or blakely@childrensdancefoundation.org (Updated 9/01/15)

Mission: Our mission is to provide comprehensive dance education for all, enriching the spirit, enlivening the imagination and celebrating community.

Job Description: FWS jobs include administrative support for marketing and fundraising.

Children's (Hospital) Health Systems

1600 7th Avenue South, Birmingham, AL 35233 website: www.chsys.org
 Contact Person: Lisa Howard at (205) 939-5169 or lisa.howard@chsys.org (Updated 9/01/15)

Mission: The mission of Children's Hospital is to provide the finest pediatric health services to all children in an environment that fosters excellence in research and medical education. Our goal is to put out hearts to work to enhance the services of this mission by serving the children, families and visitors with respect, love and compassion.

Children are the center
of our lives



Job Description: FWS job opportunities include clinical assignment. Students must go through Volunteer Training which includes an information session, interview, background check and drug screen, and orientation. This process may take as long as 45 days before service could begin. Note: We usually take 2 to 3 work/study students. The students must meet the requirements of all college student volunteers. These can be found on the website under ways to give.

Crisis Center, INC.

3600 8th Avenue South, Suite 501, Birmingham, AL 35222 www.crisiscenterbham.com
 Contact Person: Valerie Shayman at (205) 458-8985 or vshayman@crisiscenterbham.com (Updated 9/09/13)

Mission: The mission of Crisis Center, Inc. is to serve the unmet needs of people experiencing personal crisis or mental health issues and respond with services that promote coping, emotional health and well-being.



Job Description: 1) Greet clients and guests as they arrive to the facility. 2) Complete administrative tasks to support the work of the center. 3) Assist with the implementation of meetings, trainings and events sponsored by the center. 4) Answer incoming calls on the Crisis and Suicide Line, if interested (if so, extensive training will be given). 5) Assist with communication (mass mailings, newsletters, etc.) from the Crisis Center to volunteers, community partners, consumers, etc. 6) Other work duties that support the specific interests and goals of the selected student(s).

The Exceptional Foundation

1616 Oxmoor Road, Birmingham, AL 35209
 Contact Person: Anna McGehee at (205) 870-0776 or amcgehee@exceptionalfoundation.org (Updated 09/04/15)

Mission: Our mission is to meet the social and recreational needs of the mentally and/or physically challenged population of the greater Birmingham area.

Job Description: FWS jobs include staff and program assistance.

Family Court of Jefferson County

120 2nd Court North, Birmingham, AL 35204
 Contact Person: Beverly Alldredge at (205)264-8127 or alldredgeb@jccal.org (Updated 9/03/15)

Mission: The mission of this agency is to equally and fairly apply the law in such a manner as to serve the best interest of the child and to enhance the quality of life for all the citizens of the community.

Job Description: FWS jobs may include: Clerical Aid in the Court Clerk's Office; staffing the information desk; assisting a probation officer; assisting with programs and in the courtroom.

Girl Scouts of North-Central Alabama

105 Heatherbrooke Park Drive, Birmingham, AL 35242
 Contact Person: Margaret Ritchey at (205) 453-9525 or mritchey@girlscoutsnca.org Updated (07/29/11)

Mission: Our mission is to build girls of courage, confidence and character who make the world a better place.

Job Description: FWS duties include Resource Development Office Assistant – learn about fundraising in the non-profit sector through special projects as assigned and general office work.

Greater Birmingham Humane Society

300 Snow Drive, Birmingham, AL 35209

Contact Person: Courtney Underwood at (205) 397-8533 or cunderwood@gbhs.org (Updated 09/03/15)



Mission: The mission of the Greater Birmingham Humane Society is to promote the humane treatment of animals and people through education, advocacy and services.

Job Description: FWS job opportunities include data entry and helping in the reception area as well as the development department.

Habitat for Humanity of Greater Birmingham

4408 Lloyd Noland Parkway, Fairfield, AL 35064

Contact Person: Karen Peterlin at (205) 780-1234 ext. 321 or kpeterlin@habitatbirmingham.org (Updated 9/03/15)

Mission: The mission of Habitat for Humanity is seeking to put God's love into action, we bring people together to build homes, communities and hope.

Job Description: FWS intern opportunities may include assisting with communications and publications, working with volunteers, social media, basic accounting and non-profit management.

Impact Family Counseling

1000 24th Street, Birmingham, Alabama 35205

Contact Person: Cheri Hunter at (205) 916-0123 or CH@ImpactAL.org (Updated 9/09/13)

Mission: The mission of Impact Family Counseling is to use Christian principles to build strong families, support children and empower individuals.

Job Description: FWS job opportunities include administrative/clerical duties.

Lakeshore Foundation

4000 Ridgeway Drive, Birmingham, AL 35209

Contact Person: Amy Belcher at (205)313-7432 or amybel@lakeshore.org (Updated 9/09/15)

Mission: Our mission is to enable people with physical disability and chronic health conditions to lead healthy, active and independent lifestyles through physical activity, sport, recreation and research.

Job Description: Federal Work Study students may serve in a variety of ways such as working with adult and youth participants in recreation and athletic programs and assisting at the front desk with various duties.

Leading Edge Institute

2910 Linden Ave., Homewood, AL 35209 www.leadingedgeinst.org
 Contact Person: Ashley Gilbert at (205) 879-9045 or gilbert@leadingedgeinst.org (Updated 9/09/14)

Mission: The mission of Leading Edge Institute is to inspire, prepare and empower the young women of Alabama to lead our state to a more equitable and prosperous future.

Job Description: Office administration, student engagement, donor database training and management, learn about grant writing, event planning.

Leukemia and Lymphoma Society

100 Chase Park South, Suite 220, Birmingham, AL 35244 www.LLS.org
 Contact Person: Melanie Mooney at (205) 989-0098 or Melanie.Mooney@lls.org (Updated 09/01/2014)



Mission: The mission of the Leukemia & Lymphoma Society is to find cures for leukemia, lymphoma, Hodgkin's disease, and myeloma, as well as to improve the quality of life of these patients and their families.

Job Description: FWS job opportunities may include administrative duties, event planning, fund raising, social media management, webpage editing, PR and marketing, donor development.

Magic City Choral

205 32nd Street South, Birmingham, AL 35233 www.MagicCityChoralSociety.org
 Contact Person: Dr. Joseph Paul Dease at 205-478-4615 or paul.dease@mccsbham.org (updated 9/3/15)

Mission: Our mission is to cultivate an inclusive community of singers and supporters united in the performance of choral music that educates, entertains, and inspires.

Job Description: General administration of the organization and/or specific projects such as: fundraising, grant writing, bookkeeping (music library or Quickbooks), and marketing (graphic design, press releases, copy editing, website administration, social media).

McWane Science Center

200 19th Street North, Birmingham, AL 35203 www.mcwane.org
 Contact Person: Lawrence Cooper at (205) 714-8376 or lcooper@mcwane.org (Updated 9/01/14)

Mission: The mission of the McWane Center is to change lives through science and wonder – we strive each day to inspire an appreciation and understanding of science and to create a community of critical thinkers and problem solvers.

Job Description: FWS jobs include: Education Presenter – will present and demonstrate hands-on, inquiry-based science programs to our visitors, operate the High Cycle and serve as an interpreter at the Shark and Ray Tank.

Ministry Center at Green Springs

2230 Green Springs Hwy., Birmingham, AL 35205 www.mcgsonline.org (Updated 9/3/15)

Contact Person: Ray J. Flynn at 205-979-8633

Mission: Dedicated to offering resources to the poor and the surrounding multicultural communities in a way that will improve their lives; to be the presence of Jesus Christ in the lives of those we serve.

Job Description: 1) Administrative Assistant 2) Food Bank Worker 3) ESL Teacher to adults and children 4) Special Events Coordinator.

Mission Birmingham

P.O. Box 12824, Birmingham, AL 35202

Contact Person: Kevin Moore at (205)978-6012 or kmoore@missionbirmingham.org (Updated 9/01/15)

Mission: Our mission is to bring leaders together to create partnerships and strategies that mobilize the church to advance the Kingdom in our community.

Job Description: Federal work study students could be involved in varying tasks including web research, clerical, public relations and marketing, planning and executing events, connecting with our constituency and web development and maintenance.

M-Power Ministries

4022 4th Avenue South, Birmingham, AL 35222 www.mpowerministries.org

Contact Person: Anita Wilson at (205) 595-5959 ext 202 or anita.wilson@mpowerministries.org
(Updated 9/13/12))



Mission: The mission of M-Power is to provide the opportunities for people to break the cycle of poverty through education and healthcare.

Job Description: FWS job opportunities include general office and administrative tasks.

NorthStar Youth Ministries

700 8th Avenue West, Birmingham, AL 35204

Contact Person: Paul Neville at (205) 322- 9296 or pneville@northstaryouthministries.org (Updated 9/09/13)

Mission: The mission of the Northstar Youth Ministries is to help youth find their direction through educational enrichment, team sports and physical fitness, and spiritual/life mentoring mainly youth in the western Birmingham area.

Job Description: FWS job opportunities includes: tutoring program coordinator and tutors, music/arts program coordinator, music instructor, soccer coach, horticulture coordinator, facility manager, bookkeeper/administrative assistance.

Norwood Resource Center

1501 27th Street North, Birmingham, AL 35234

Contact Person: Ray Anderson at (205)322-7361 or randerson@nrcinc.org (Updated 9/01/15)

Mission: The mission of Norwood Resource Center is to provide effective information and educational activities and services that improve the quality of life in the Norwood community.

Job Description: FWS jobs include assisting in program operations at our Junior Master Gardener Program serving in our Market Program and also serving in our marketing and social media campaigns.

Opera Birmingham/ Birmingham Music Cooperative

3601 Sixth Avenue South, Birmingham, AL 35222 www.operabirmingham.org

Contact Person: Keith Wolfe at (205) 322-6737 or keith@operabirmingham.org (Updated 9/01/15)

Mission: Our mission is to stage the finest operatic productions, encourage local and regional talent, develop young artists, provide community exposure to major artists, and preserve the operatic art form through community-wide educational outreach.

Job Description: FWS opportunities include 1) Social Media Intern 2) Education Intern 3) Box Office Sales 4) Administrative Intern.

Passport, Inc.

3421 Sierra Drive, Birmingham, AL 35216

Contact Person: Scott Ford at (205) 822-1990 or scott@passportcamps.org (Updated 9/03/15)

Mission: The mission of Passport, Inc. is to provide creative, high quality Christian programs for students, moving and theologically stretching worship, an energetic staff and hands-on mission and discipleship experiences for youth with mission education for kids. Passport, Inc. facilitates summer camps for youth and children across the Southeast United States and around the world

Job Description: FWS will assist with creating social media campaigns, assist in customer service, modify content to meet a variety of print and digital mediums and provide administrative support as well as additional tasks and work for the Communications department as needed.

Ruffner Mountain Nature Preserve

1214 81st Street South, Birmingham, AL 35206

Contact Person: Lindsey Darby at (205) 833- 8264 x 14 or lindsey@ruffnermountain.org (Updated 9/08/15)

Mission: The mission of Ruffner Mountain Nature Preserve is to protect and enhance Ruffner Mountain as a sanctuary for plants, animals and people; and through its educational and passive recreational programs foster within the community an appreciation for the value of the natural world.

Job Description: FWS jobs will include helping in the planning and coordination of meetings and events; creating files and maintaining current records; helping with communications around event management from conceptualization to marketing to reporting; managing events at various capacities from assisting to overseeing.

Sav-a-Life

1480 McGuire Road, Vestavia Hills, AL 35216

Contact Person: Connie Jones at (205) 979-0302 or connie.jones@savalife.org (Updated 6/16/11)



Mission: The mission of Sav-a-Life is to help men and women embrace the truth of God's word as they make life affirming decisions about their unborn child.

Job Description: FWS job opportunities available include clerical; receptionist; maintenance and data entry.

Sight Savers America

337 Business Circle, Pelham, AL 35124 www.sightsaversamerica.org

Contact Person: Kelly Douglass at (205)942-2627 ext 232 (updated 9/01/14)

Mission: To ensure that all children have the care and vision aids to attain their best possible vision.

Job Description: Assistant Case Specialist positions – Make calls to parents/guardians on child referrals from the State K-2-4 program of vision screenings as well as other vision referral sources to help assist our Case Specialists.

Southern Museum Of Flight

4343 73rd Street North, Birmingham, AL 35206 www.southernmuseumofflight.org

Contact Person: Brian Barsanti at (205) 833-8226 or brian.barsanti@birminghamal.gov (Updated 9/13/12)

Mission: The Southern Museum of Flight is dedicated to preserving the rich stories of Southern Aviation while providing exciting, interactive educational programming for people of all ages. Through collaborative partnerships with the community, the Southern Museum of Flight provides a continuum of exhibitions, displays, and educational services encouraging cultural and historical literacy, aviation science and careers.

Job Description: FWS will assist the Event Manager to create event related information on public media sites; accompany Event Manager on outreach events and distributing event print information. Possible late hours during events and Saturday work may be required. Museum hours are Tuesday – Saturday, 9:30am – 4:30pm.

Space One Eleven

2409 2nd Avenue North, Birmingham, AL 35203 www.spaceoneeleven.org (updated 10/9/15)

Contact Person: Cheryl Lewis (205)328-0553 or cheryllewis@spaceoneeleven.org

Mission: The mission of Space One Eleven is to support artist, create a forum for the public to understand the positive impact of living artists and offer arts education to area youth.

Job Description: Assist with preparation for gallery exhibitions, tour visitors through gallery and explain exhibitions, general office duties, greet visitors, assist in preparing for meetings, photographing and marketing.

Special Equestrians

1215 Woodward Drive, Indian Springs, AL 35244 www.specialequestrians.org
Contact Person: Madison Pozzo at (205) 987-9462 or volunteer@specialequest.org (updated 9/09/15)

Mission: The mission of Special Equestrians, Inc. is to provide high quality therapeutic horseback riding and equine assisted activities to persons with physical, mental, developmental and emotional disabilities.

Job Description: FWS jobs could include administrative work, horse care and marketing.

United Cerebral Palsy of Greater Birmingham

120 Oslo Circle, Birmingham, AL 35211
Contact Person: Tiffany Sides at (205) 944-3919 or tsides@ucpbham.com (Updated 9/09/15)

Mission: The mission of UCP is to provide innovative services connecting people with disabilities to their communities and empowering individuals to live full and meaningful lives.

Job Description: FWS will assist with clerical/office; work with disabled adults; work with disabled and non-disabled children.

YMCA – Shades Valley

3551 Montgomery Highway, Birmingham, AL 35209
Contact Person: Jamie Cox at (205) 870-9633 or jcox@ymcabham.org (Updated 9/13/14)

Mission: The mission of the Shades Valley YMCA is to put Judeo-Christian principles into practice through programs that build a healthy spirit, mind and body for all.

Job Description: FWS jobs will include after school tutoring, mentoring; fitness positions including health coaching, sports coaching; front desk staff support.

YMCA – Vestavia Express

2086 Columbiana Road, Vestavia, AL 35216
Contact Person: Susan Becker at (205) 823-0144 or sbecker@ymcabham.org (Updated 9/01/15)

Mission: Our mission is to put Christian principles into practice through programs that build a healthy self image and spirit for all.

Job Description: FWS jobs will include certification auditing, marketing and communication, assisting with special events, fundraising, assisting program directors with department needs (daily operations).

YouthServe, Inc.

2717 7th Ave. S. Suite 105, Birmingham, AL 35223 Website: www.youthservebham.org

Contact Person: Jennifer Hatchett at (205)521-6651 or jhatchett@yourthservebham.org

Mission: The mission of YouthServe is to empower youth leadership through community service.

Job Description: Administrative Assistant – organization development assistance, reception, data management, community service site management, other duties as assigned. Proficiency in Microsoft Office Suite required. Marketing Assistant/ Graphic Design – assist in development of collateral print, website, social media to promote programs. Photography experience a plus. Proficiency with MacBook, Pages '09.