

# Non-Profit & Public Service Career Resources

## Career Services Center Resources

### Books

**100 Jobs in Social Change** by Harley  
Jebens

**In Search of America's Best Non-Profits**  
by Richard Steckel & Jennifer Lehman

**Good Works – Jobs That Make a  
Difference – A Guide to Careers in Social  
Change** by Donna Colvin

**Making a Living While Making a  
Difference – The Expanded Guide to  
Creating Careers with a Conscience** by  
Melissa Everett

**San Francisco Social Service Referral  
Directory**, by United Way of the Bay Area

**The Harvard Business School Guide to  
Careers in the Non-Profit Sector** by  
Harvard Business School Publishing

### Job & Internship Listings

#### On-Line Resources

**Internship Exchange** - Listings specifically for USF students in the non-profit sector at  
[www.usfca.edu/career/](http://www.usfca.edu/career/)

**MonsterTRAK** – Listings of internship positions performing a variety of job functions the non-  
profit sector at [www.usfca.edu/career/](http://www.usfca.edu/career/)

Links to various non-profit, government and public service sites:  
[www.usfca.edu/career/Joblists/govt/html](http://www.usfca.edu/career/Joblists/govt/html)

#### CSC Library Resources

**The Chronicle of Higher Education** weekly publication includes administrative and academic  
job listings nationally and overseas.

**Community Jobs: The Employment Newspaper for the Non-Profit Sector** (monthly) national  
listing of job openings and internships in nonprofit organizations. Published by ACCESS (see  
below for more information).

**Internship Opportunities**, listings of internships in local and national government, nonprofit and  
public interest organizations are located in the yellow binders in the CSC  
library.

**Opportunity NOCS** (Nonprofit Organization Classified) Weekly listing of job opportunities in the  
SF Bay Area non profit community. Available in the Not-for-Profit Job Listings binder.

**International Career Employment Weekly** Weekly job listing includes positions with  
international development organizations.

## Additional Resources

**ACCESS: Networking in the Public Interest** offers employment, internships and career development for non-profit organizations. It is an updated online resource for job seekers and employers who are interested in non-profit work. ACCESS also sponsors career fairs and expos, \$10 admission. For more information contact: 1001 Connecticut Avenue, NW Suite 838, Washington, DC 20036 Phone: 202. 785.4233  
[www.accessjobs.org](http://www.accessjobs.org)

**Bay Area Nonprofit Job-search Organization (BANJO)** publishes a book on how to get a non-profit job in the bay area. Free copies of the book are available at: Jewish Vocational Services, 77 Geary, Suite 401, San Francisco, CA 94108 Phone 415.391.3600 or at The Foundation Center, 312 Sutter Street, Suite 606, San Francisco, CA 94108-4323 Phone 415.397.0902  
<http://members.nbc.com/banjosf/>

**California Public Interest Research Group (CalPIRG)** offers internships for students who want to learn analysis of issues, how to forcefully articulate solutions to societal problems, activism and participation. Interns will conduct research into public policy problems and coordinate media events. For more information contact: 3435 Wilshire Blvd., Suite 385, Los Angeles, CA 90010 Phone: 213-251-3680  
[www.calpirg.org](http://www.calpirg.org)

**California Senate Fellows Program** Offers college graduates a paid, full-time legislative staff experience in the State Capitol. Fellows are expected to have strong interests in public policy and politics, but prior legislative experience is not required. For application information contact: California Senate Fellow Program, 6000 J Street, Sacramento, CA 95819-6081 Phone: 916.278.5408  
[www.csus.edu/calst/Programs/senate\\_fellows.html](http://www.csus.edu/calst/Programs/senate_fellows.html)

**Common Cause** is a non-profit, nonpartisan citizen's lobbying organization promoting open, honest and accountable government. Common Cause offers internships in various areas. Interns will gain information about campaign finance reform, government ethics and accountability in the political process. For more information contact: 1250 Connecticut Avenue, NW, Washington, DC 20036 or California Common Cause, 926 J Street, Suite 910, Sacramento, CA 95814 Phone: 916.443.1792  
[www.commoncause.org](http://www.commoncause.org)

**The Coro Foundation Fellows Program** in Public Affairs offers leadership training in public affairs. Fellows also do site visits, field assignments and interviews. The program is full time lasting nine months for post graduates. For more information contact: Coro Foundation Northern California, 220 Sansome Street, 4<sup>th</sup> floor, San Francisco, CA 94104 Phone: 415. 986.0521  
[www.coro.org](http://www.coro.org)

**Jesse Unruh Assembly Fellowship Program** is the oldest and most prestigious legislative fellowship in the nation. Assembly fellows gain first-hand knowledge of the California Legislature through work experience in the

Capitol and graduate seminar conducted by CSU Sacramento. Applicants must have completed a BA degree in any major prior to the start of the program. For more information contact: The Center for California Studies, CSU Sacramento, 6000 J Street, Sacramento, CA 95819-6081 Phone: 916. 278.6906  
[www.csus.edu/calst/Programs/jesse\\_unruh.html](http://www.csus.edu/calst/Programs/jesse_unruh.html)

**Presidential Management Intern Program** is for graduate students who are interested in the analysis and management of public policies and programs. Applicants must be nominated by the dean of area of study. It is a two year appointment with placement in a government position or promotional opportunities after term. For more information contact: USAJOBS for application information 912. 757.3000 or [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

**Public Interest Clearinghouse** provides information, support, and statewide coordination to the legal services community in order to enhance the delivery of legal services to the poor. For more information contact: Public Interest Clearinghouse, 100 McAllister St., 2<sup>nd</sup> Fl, San Francisco, CA 94102-4929 Phone: 415.255.1714  
[www.pic.org](http://www.pic.org)

**Teach for America** is a national teacher corp of talented, dedicated individuals who commit a minimum of two years to teach in under resourced urban and rural public schools. Applicants must have a BA and cumulative undergraduate GPA of 2.5 or greater. For more information contact: 315 West 36<sup>th</sup> Street, 6<sup>th</sup> floor, New York, NY 10018 Phone: 800. 832.1230  
[www.teachforamerica.org](http://www.teachforamerica.org)

**U.S. Office of Personnel Management's** Federal Employment Information Center is open daily to the public to provide Americans with up to date employment information. For more information contact: Linda Petersen, 120 Howard Street, room 735, San Francisco, CA 94105 Phone: 415. 281.7094  
[www.opm.org](http://www.opm.org)

**White House Fellowship Program** selects eleven to nineteen men and women for this fellowship opportunity. White House fellows serve for one year working full time and are paid assistants to Cabinet Secretaries or other top level Executive Branch officials. Fellows also participate in an education program, which features weekly meetings with government and private sector leaders. Applicants are evaluated on the basis of their professional and academic accomplishments, as well as their interest in public service. Applications must be postmarked by February 1. For more information contact: 712 Jackson Place, NW, Washington, DC, 20503 Phone: 202.395.4522  
[www.whitehousefellows.gov](http://www.whitehousefellows.gov)

**Young Nonprofit Professionals Network (YNPN)** promotes an efficient, viable, and inclusive nonprofit sector that supports the growth, learning, and development of young professionals in the bay area. Also has a Career Center link with job listings and email listserve.  
[www.ynppn.org](http://www.ynppn.org)

