



“Idealist connects people, organizations, and resources to help build a world where all people can live free and dignified lives.” It’s also a great way to find a job! This tutorial will show you how to search the site for the perfect career.

Head over to <http://www.idealist.org>

What are you looking for?

All types ▾

Keyword, skill, or interest

Where?

Sign up to receive results by email. Search

It is easy to search Idealist for job, internship, or other resource. Start by clicking on the down arrow under “All Types.”

- 
- ✓ All types
  - Jobs
  - Internships
  - Volunteer Opps
  - Action Opps
  - People
  - Organizations
  - Events
  - Blogs

You will now see all the types of resources you can search for. Most of the time you will likely be looking for JOBS, but you might also be interested in volunteer opportunities or a job fair, which could be found under EVENTS. For this example, we are going to look for a JOB.

Now that we have decided to search for a JOB, we can also search for “keywords” such as education, administrative, or accounting. For this example, I typed in “education.” Feel free to put anything you want.

You also need to enter your location.

Hit “SEARCH”

What are you looking for?

Jobs

education

Boston, MA, US

[Sign up to receive results by email.](#)

Employment type	
<input checked="" type="checkbox"/> All	464
<input type="checkbox"/> Temporary	14
<input type="checkbox"/> Part time	72
<input type="checkbox"/> Contract	4
<input type="checkbox"/> Full time	387
Professional level	
<input checked="" type="checkbox"/> All	464
<input type="checkbox"/> Entry level	53
<input type="checkbox"/> None specified	273
<input type="checkbox"/> Executive	14
<input type="checkbox"/> Professional	95
<input type="checkbox"/> Managerial	29
Education requirements	
<input checked="" type="checkbox"/> All	464
<input type="checkbox"/> No requirement	80
<input type="checkbox"/> High School	27
<input type="checkbox"/> 2-year degree	22
<input type="checkbox"/> 4-year degree	310
<input type="checkbox"/> Master's degree	23
<input type="checkbox"/> J.D.	0
<input type="checkbox"/> M.D.	0
<input type="checkbox"/> Doctorate (PhD)	2
Minimum salary (annual, U.S. \$)	
<input type="text"/>	
\$0	

You will now hopefully see lots and lots of results. Sometimes seeing too many can be overwhelming. Therefore, you might want to narrow your search. Idealist makes it easy to do so. Simply click on any of the options to the left and it will add these items to your search.

For example, if you are only looking for Full Time work, click on “Full time.”

Have an idea of how much money you need to make, you can choose that here as well.

Remember though, the more specific you get with your job search, the less results you will see. It might be wise to be rather general in your search and if you find a large number of positions, narrow your search one step at a time.

Below is an example of the job search results page. Based on my search criteria, I found 464 results.

I can now scroll through these results. Do not forget that there are multiple pages. You can jump from page to page by clicking on the page numbers.

464 jobs in Boston, MA, US

Clear search RSS Save this search Get Email Alert

Relevance 1 2 3 4 5 ... 24 Next >

Job posted by Nonprofit Professionals Advisory Group on behalf of a Nonprofit - about 23 hours ago

**Research Associate - EDUCATION**

The Nellie Mae Education Foundation, the largest philanthropy in New England dedicated exclusively to education, is seeking nominations and applications for a Research Associate. As an integral member of the research team and reporting to the Director of Research, the...

Boston, MA, US | Last updated about 23 hours ago

Job posted by Boston Chinatown Neighborhood Center - September 17, 2015

**English Speaking Early Education & Care Teacher**

For more than 40 years, the Boston Chinatown Neighborhood Center, Inc. (BCNC) has been a vital link energizing the Asian immigrant and Asian American community of Greater Boston. BCNC provides essential services that ease integration into American society, while preserv...

Boston, MA, US | Last updated September 17, 2015

For each job you will see the job's title, the company or organization, along with the location, job description, and date it was

## English Speaking Early Education & Care Teacher

Job posted by: Boston Chinatown Neighborhood Center

Posted on: September 17, 2015

Share Bookmark Print

### Job description

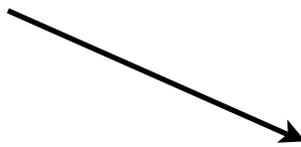
For more than 40 years, the **Boston Chinatown Neighborhood Center, Inc. (BCNC)** has been a vital link energizing the Asian immigrant and Asian American community of Greater Boston. BCNC provides essential services that ease integration into American society, while preserving the rich Asian culture. Every year, BCNC services over 2000 children, youth and adults through our family-entered programs.

The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports to achieve greater economic success and social well-being.

After scrolling through the search results, click on a job that might interest you.

You will now see a more detailed description of the position in the main section of the page, along with job responsibilities and other important information.

On the right side of the page, you will see a summary of the position you select. This is a good way to see if you might be a good match.



**Location**

38 Ash Street, Boston, MA, 02111, US

**Details**

**Education requirements**  
2-year degree , Early Chidhood Education

**Employment type**  
Full time

**Professional level**  
Professional

**Benefits**  
full time benefits

**Job function**  
Education

**Owner's areas of focus**  
Youth , Education , Family ,  
Multi-service agency ,  
Multi-service community agency

Scrolling down the page a bit, you will see a more detailed description of the position, along with the qualifications required by the employer.



**Qualifications**

Required:

- AA in ECE or related field. Candidates without a Bachelor Degree must enroll in a degree program within the first year of hire to work toward completion of a Bachelor Degree in this area.
- Meet EEC health, background check and finger printing requirement
- Excellent oral and written skills in English
- Department of Early Education and Care (EEC) Preschool Teacher Certificate
- Evidence and ability to relate well to children, staff and families
- Able to work well in a multicultural environment

Preferred:

- Bachelor Degree or Higher in ECE or related field
- Experience working with young children in a bilingual setting
- Up to date First Aid/CPR certification
- EEC Lead Teacher Preschool/Toddler Certification

When companies and organizations list qualifications, they list everything they can think of. Rarely, does any applicant meet each and every one. If you are interested in a job, and you hold some of the requirements, but not all, you should still apply!

If you have decided that this is the job for you, scroll to the bottom of the page and look for the How To Apply section. Here you will find the instruction provided by the employer on how to contact them. In this example, the organizations wants me to email them a cover letter and resume.

**How to apply**

Email cover letter & resume to: [jobs@bcnc.net](mailto:jobs@bcnc.net). Please indicate position applying on subject line.