

## Weblinks

The World Wide Web is a rich source of information about job openings, search tips, and background information on a variety of organizations and topics. The following list includes a sampling of sites that may be helpful to Kennedy School students and alumni.

**Occupational Outlook Handbook** 2006-2007 Edition

**Wetfeet Press**

**The Wall Street Journal Interactive** Very nice site with Salary information by sector and job type.

**U.S. Office of Personnel Management Salaries and Wages** Has all schedules and tables for federal salary grades.

**International Salary Counter** Compare the cost of living in hundreds of U.S. and international cities. Useful site for people considering geographical change.

**Salary.com** A fairly large and informative website with salary information, advice and links to jobs. They also have links to career fairs and recruiters.

**Abbott, Langer and Associates** current salary survey statistics

**Finaid** A website that offers links and info on financial aid and grants. It also has useful calculators for figuring out student loan repayment.

## Networking Sites

### LinkedIn

LinkedIn is designed with all types of professionals in mind. It is intended to create inside connections to recommended job candidates, industry experts, and business partners. It promises to accelerate business effectiveness and career success by leveraging the network the individual already has. LinkedIn Jobs is a relationship-powered job network that allows professionals to search job listings and discover inside connections to hiring managers, HR professionals and recruiters. Employers and recruiters can post positions on LinkedIn Jobs. The basic membership is free.

**Join the Kennedy School group on LinkedIn.com [here!](#)**

### Doostang

Doostang is a free invitation-only online career community that connects people through personal relationships and affiliations. Doostang has over 100,000 members. Our members use Doostang to share relevant career opportunities and to interact with one another. The basic membership is free.

### EntreMate

EntreMate is the premier online resource for entrepreneurs seeking partners for purposes of starting businesses. EntreMate operates similarly to a personals site, where the user can post one or more profiles and/or search the database looking for others who share a business interest. Users can search by keyword, country or U.S. state for employees, consultants, entrepreneurs with specific types of skills, business-service providers and other related professionals. There is no charge.

### ItsNotWhatYouKnow

This online networking site is geared to business professionals, students and alumni groups. The name is taken from the old adage, "It's not what you know; it's whom you know." The site's Career Networking resources can help users establish relationships when starting a career; find internships, job opportunities and certifications; get help and advice from alumni or contacts in related industries; and find mentors who can help develop business communication skills. The Business Networking resources help professionals build and maintain relationships essential to business success. The site offers online tools to help users create contact lists, secure business introductions, build rapport with others and expand business networks. Executives, company directors, department managers, entrepreneurs and sales persons are among the typical members. A basic membership is free; silver level membership is \$48US per year and gold is \$120US per year.

<b><u>Ryze</u></b>	Ryze members include all types of professionals from around the world -- more than 250,000 in more than 200 countries. Professionals can network to build career opportunities or find a job, among other business activities. They can also join special <u>networks</u> related to their industries, interests or locations. The site has a classified ad board, which includes job postings. The basic service is free, but paid subscriptions, which permit advanced searches, cost a few dollars a month.
<b><u>Spoke</u></b>	Spoke is mainly for sales professionals looking for sales leads in companies. However, it can also be a powerful networking tool for job hunters looking for sales positions. Through its network, Spoke users have access to 20 million relationships, enabling them to find decision makers at target organizations. Users have access to its customer-relationship management (CRM) software to create and build on their network of contacts. A Personal Edition of the software is free; there is a charge for the Corporate Edition
<b><u>Xing</u></b>	XING makes your professional network an active part of your life. Far more than a directory of business contacts, XING enables its members to discover professional people, opportunities and privileges through its unique discovery capability and advanced contact management tools.

### General Career-Related Sites

<b>America's Job Bank</b>	U.S. Public Employment Service online. Links to jobs from over 1,800 state Employment Services offices.
<b>Benton Toolkit</b>	A nonprofit, nonpartisan, private foundation, based in Washington DC to promote communications tools, applications, and policies in the public interest
<b>Boston Herald JobFind</b>	Searching, general reference, and company profiles.
<b>Bridgestar</b>	New service and clearinghouse for senior nonprofit positions, including board assignments.
<b>Career Magazine</b>	Articles, employer information, and some misc. jobs.
<b>Career Builder</b>	Information on employers, job-hunting tips, some postings. Geared toward undergraduates.
<b>CareerJet</b>	Careerjet is an employment search engine for the United States. It allows you to search a growing selection of jobsites.
<b>CareerSpanUSA</b>	Searchable database, all industries.
<b>Chronicle of Higher Education</b>	News source for college and university faculty members and administrators. Nice resource with job listings.
<b>CollegeGrad</b>	CollegeGrad.com is the #1 entry level job site for college students and recent grads, with information on careers, resumes, cover letters, employer research, entry level job postings, interviewing, salary information and more!
<b>Democratic Leadership Council/Progressive Policy Institute</b>	New Democrats Online (NDOL.org) is the shared online home of the Democratic Leadership Council and the community of elected leaders at the forefront of the New Democrat movement.

<b>EnvJobs-L</b>	EnvJobs-L is a mechanism with which members of the environmental science and public policy community may use electronic mail to learn and share information about environmental job and educational opportunities.
<b>Intljobs.org</b>	Jobs at International Organizations and United Nations agencies. Vacancies are grouped by organization, job type and countries.
<b>JobBank USA</b>	Specializes in providing employment and resume information services to job candidates, employers and recruitment firms.
<b>Jobsmart</b>	Career Guides and Salary info for California.
<b>Job Web</b>	Searchable site
<b>The Monster Board</b>	Job postings, mostly in technology related areas.
<b>Moving Ideas</b>	Job postings in policy, both gov't & nonprofits.
<b>NationJob Network</b>	A national on-line job search service with thousands of current job listings and company profiles.
<b>National Association for Women Business Owners</b>	A non-profit research, leadership development and entrepreneurial training foundation.
<b>Net-Temps</b>	Net-Temps, A world of Jobs neatly Packaged.
<b>Non-Profit Careers Org</b>	Nonprofit Careers is a site dedicated strictly to opportunities in the nonprofit sector. Nonprofit Careers is the place to start if you want to work for a mission.
<b>Nonprofit Online Classifieds</b>	Access to nonprofit job listings
<b>on-ramps</b>	Recruiting and consulting firm specializing in workplace innovation helping companies increase profits by using flexibility as a key component of recruiting and retention efforts.
<b>Policy Jobs</b>	Website will various types of policy jobs

**Political Jobs** Looking to be involved with campaigns and other types of political jobs . . . check out this website.

**Public Service Careers** Tired of looking on monstrous job sites with 1000's of generic jobs but few that are just right for you? You are not alone. That's why we created [www.publicservicecareers.org](http://www.publicservicecareers.org).

The 3 top names in public service education just created this first nationwide public and nonprofit sector job site for you.

The site was built by and for MPA's and MPP's.

The new site just launched and already there are more than 250 job postings for which people are already applying, interviewing and accepting jobs. Whether you want to work for the *Gates Foundation*, *Booz Allen Hamilton Consulting*, *the City of Miami*, *the National Bureau of Economic Research*, *a state capitol*, *a nonprofit org* or *a college or university*, this site may have the perfect job and career match for you. Best of all, it's free to use. No cost to MPA/MPP's.

**Top Research Jobs** Premier Research Positions site

**Working Solo Online** Newsletter and articles designed for the independent professional.

**Working Today** A national non-profit membership organization that promotes the interests of people who work independently.

Top of Page

### Interesting Links for Midcareer Students and Alumni

**Aquent.com** Aquent represents and places experts in a wide variety of creative and IT positions

**Bridgestar** New service and clearinghouse for senior nonprofit positions, including board assignments.

**ExecSearches.com** Senior-level positions in the nonprofit and public sectors.

**ExecuNet** Senior-level positions in the profit sector.

**Witt/Kieffer** Search firm focused on nonprofit.

**Onvia** Listserv for technical professionals looking for government contracts

**CEO Update** Executive-level positions in the nonprofit sector. Hard copy held in Career Services Office.

Top of Page

### Consulting & Think Tanks

**Public Sector Consulting Firms** Links to consulting firms with primarily public sector clients.

**Think Tanks** A list of think tanks with links to their websites.

**CaseQuestions.com** Case interview preparation and other valuable resources for the consulting job search.

**Wet Feet Press** Publishers of job search and consulting related information. Good research tool.

## Nonprofit Organizations

**Nonprofit Networks** Nonprofit Networks seeks to improve the effectiveness and efficiency of nonprofits in a sustainable manner by connecting the nonprofit leaders of today with the resources of the academic community and the nonprofit leaders of tomorrow.

**Access** Access is a non-profit organization dedicated to serving the non-profit sector and those who wish to work in it.

**Action Without Borders** Global network of nonprofit organizations, volunteer opportunities, jobs, and internships.

**American Society for Public Administration** Large and prominent professional association in the field of public administration, contains job listings.

**Associated Grant Makers** Lists of job opportunities broken down by type.

**Center for International Relations, The.** CIR publishes a free journal and research center site covering issues, opinions and news related to International Affairs, Economics and Intelligence.

**Commongood Careers** Commongood Careers is a nonprofit search firm that connects highly skilled, passionate individuals to organizations that are dedicated to creating positive social change.

**Community Career Center** Gathering place for not-for-profit employers and management personnel. Searchable job listings.

**Community Development Internship Program** The Community Development Internship Program, a component of NCCED's CED Leadership Initiative, encourages a greater understanding of community-based development in future policy makers as well as attracting future professionals to a career in community development.

**Counterpart** Counterpart International is a non-profit international human development organization founded in 1965 as the Foundation for the Peoples of the South Pacific. We are headquartered in Washington D.C. and work in more than 60 countries.

**Chronicle of Philanthropy** A listing of upper management jobs, usually a couple of hundred positions, updated every month from non profits and foundations.

<b>DevJ.net</b>	DevJ.net consolidates thousands of international jobs and international development jobs from leading NGOs, UN, World Bank, UNDP, Non profits, Foundations, Charities and much more. It is absolutely free for job seekers! It offers many innovative features. Candidates can browse job listings, post their resume, save the search result, apply directly online or be re-directed to employer sites, save and manage their application online. There is an option to keep the identifiable details anonymous to protect privacy. Students will receive daily job alerts that match their profile straight in their mail box.
<b>Environmental Career Opportunities</b>	Lots of jobs in all fields. Career Services has a hard copy on hand if you care not to subscribe to the online version.
<b>EnviroOne</b>	Environmental job opportunities.
<b>ExecSearches</b>	ExecSearches.com is the premier site on the web for executive and senior management job listings and executive search services for non-profit, public sector, and socially conscious organizations.
<b>Foreign Policy Association</b>	The foreign policy association has a job board with various positions in the field of foreign policy.
<b>Foundation Center</b>	Information for grant makers and applicants. Includes online library, research, and publications.
<b>Guide Star</b>	A searchable, extensive database of nonprofit organizations.
<b>Idealist.org</b>	Nonprofit Career resource guides.
<b>Institute for Global Communications</b>	Providers and developers of accessible computer networking tools. Includes links to IGC's member sites: ConflictNet, Econet, Labornet, Peacenet, and Womensnet.
<b>Indeed.com</b>	Indeed is a search engine for jobs - with a radically different approach to job search. In one simple search, Indeed gives job seekers free access to millions of employment opportunities from thousands of websites. Indeed.com includes all the job listings from major job boards, newspapers, associations and company career pages - and we continue to add new sites every day.
<b>JobTarget.com</b>	JobTarget is quickly becoming the world's leading career site services company. Since 2001, when we signed on our first partner, we have added nearly 1,000 career sites to our network. Our partner retention rate is more than 99%, and all our products and services are backed by a five-star customer service guarantee. Whether you are interested in our <u>complete</u> career site technology, or simply want to <u>enhance</u> your own career site, we have a suite of services to meet your needs.
<b>Massachusetts Association of Community Development Corporations</b>	The Massachusetts Association of Community Development Corporations supports and advances the efforts of CDCs to promote economic justice, to encourage social change, and to empower poor and working class people and the communities in which they live.
<b>Non-Profit / Opportunity KNOCKS</b>	A comprehensive regional listing of jobs available in the New England nonprofit sector and links.
<b>Non Profit Careers</b>	A fairly up to date job resource page.
<b>Other Non Profits</b>	A large list of non-profits
<b>Philanthropy Journal Online</b>	Information on nonprofit organizations and foundations. Top of Page
<b>Young Professionals in Foreign Policy</b>	Young Professionals in Foreign Policy is a nonprofit, nonpartisan organization committed to fostering the next generation of America's foreign policy leadership. We dedicate ourselves to honest, informed, thoughtful discussion of international

affairs, to the professional advancement, intellectual development, and personal growth of our members, to camaraderie within our community, and to public service.

## Policy Analysis

<b>The Brookings Institution</b>	An independent, nonprofit research organization in Washington, DC that deals with current and emerging U.S. policy issues.
<b>Electronic Policy Network</b>	On-line clearinghouse for policy research and reports from U.S. institutes and think tanks.
<b>RAND Corporation</b>	Non-profit policy research institution.

## U.S. Government and Politics

<b>U.S. Federal Government Agencies Directory</b>	A list of ALL Federal Government Agencies. If an agency has a website, it is linked here.
<b>How to Apply</b>	Instructions on how to apply for a job in the US Federal Government.
<b>Best Places to Work</b>	A recent study identifies the best places to work in the Federal Gov't.
<b>U.S. Office of Personnel Management's</b>	<b>THE</b> official job listing site for all executive agencies in the U.S. Federal Government. All agencies, whether they have their own job listing sites or not, must also list their vacancies in USA Jobs. So, save time by "shopping" here first.
<b>Student Jobs</b>	The <b>United States Office of Personnel Management (OPM)</b> e-Scholar website provides all students and career professionals information on different educational opportunities (fellowships, grants, internships, etc.) offered by Federal Government departments and agencies, or partnering organizations.
<b>The White House</b>	Includes public documents and executive orders, listings of offices and agencies, federal statistics, and information on the White House Fellowship Program.
<b>Congressional Budget Office - U.S. Congress</b>	Job Listings and government links.
<b>Partnership for Public Service</b>	An NGO that supports public service in the U.S. Federal Government with many helpful and in-depth resources, e.g. The Best Places to Work (above) is a product of their research.
<b>The Plum Book Online</b>	U.S. Government policy and supporting positions outside the civil service.
	Top of Page

## State and Local Governments

<b>Our State List</b>	If you want a job working for State Government, this is your first stop. We link to every state's employment webpage.
<b>Our City List</b>	If you want a job working for City Government, this is your first stop. We link to over 80 Cities.

## **Links to City and State Employment Resources**

An excellent resource for further research into individual states and lots more cities.

## **Government Jobs.com Govjobs**

Great site with job listings

Employment listing network representing private and public sector high technologies for top level Commercial Aerospace, US Federal, State and City Government/Public Works , US Defense and US Military branches and agencies

## **The U.S. Conference of Mayors**

Links to 1000's of US cities.

## **Social Enterprise/CSR**

## **Business for Social Responsibility**

Nonprofit business association providing job listing of positions reflecting socially responsible business policies, practices and processes.

## **Internship Opportunities**

- **U.S. Department of Agriculture Internships**
- **Washington Intern Foundation**
- **Internship Resources and Links**
- **U.S. State Department Internships**
- **The Microfinance Gateway**

## **Educational Institutions**

- **Consortium of New England Schools of Higher Education Jobs**  
Academic, administrative, staff, and executive positions throughout New England higher education institutions (including Harvard, MIT, Boston University, Tufts, Boston College, and many more)
- **Harvard University Jobs**
- Listings from **The Chronicle of Higher Education**
- **FindaJob.com** - The Professional Path to Jobs in Higher Education, lists more higher education positions than any other source - over 18,000 jobs.

## **Other Resources**

- **Kennedy School Library**
- **Harvard University Center for Environment - Env. Jobs**
- **Baker Library, Harvard Business School.**  
Because of the heavy on-campus recruiting program at HBS, access to this resource room is limited during recruiting season. Generally, all Kennedy School students have access to the rooms resources except for current job descriptions and the Alumni Database. Kennedy School students currently enrolled in at least two Business School courses have full access throughout each semester in which this requirement is met, except for the Alumni Database. IDs are checked.
- Libraries of other Harvard graduate schools (Use HOLLIS system for catalog access). Directories related to specific fields of interest.
- Office of Public Interest Advising, Pound Hall, Harvard Law School. This office helps law students interested in public interest law. Many of the public interest employers of lawyers are also of interest to public policy and public administration students. Students may use the information

resources, but should not seek to make appointments with the advisors. (See publications: Public Interest Job Search Guide, and Handbook on Public International Work.)

- **Student Employment Office**, Byerly Hall, Radcliffe Yard, Telephone: 617.495.2585  
Extensive fellowship information.  
**Kirstein Business Branch of the Boston Public Library**. 20 City Hall Avenue, Boston. Extensive resources include company directories and profiles, business periodicals, and annual reports for various companies.