



Summer Jobs & Internships

Newsletter



Jeannie Leaman, Editor

Eastern University Office for CAREERS & CALLING

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SALES

Part Time sales / key holder. Molton Brown, King of Prussia. **Job Description:** Key Responsibilities: possible key holder, able to open or close store, good customer service skills. **Openings:** we are looking for someone who has flexibility in their schedule. **Salary:** based on experience. **Hours:** PT (days, eves & weekends). **Location:** Molton Brown. **Required Skills & Experience:** luxury skills / experience preferred; reliable transportation; friendly and approachable, motivated and dependable. **Phone Number:** 610-337-3051 **Email Address:** [Email resume and letter of interest to KOP@moltonbrown.com](mailto:KOP@moltonbrown.com) or fax to 610-337-3053

BUSINESS

Administrative Position Immediate Opening in Southern Chester County/Oxford area. Part Time --25 hours per week average. Responsibilities: Assist Office Manager, phones, mail, packages, labels, Order supplies, Process estimates, invoices, verify credit cards, Handle customer issues, follow up, Provide marketing materials to sales team, Assist sales manager as needed, Reconcile vendor bills with estimates, Handle accounts payable, QuickBooks. Requirements: Excellent communication skills, Results oriented, Strong computer skills, QuickBooks. Hourly rate: \$12 plus per hour depending upon experience. Please send resume to Barbara Trotter btrotter@carneyjobs.com The Carney Group, Recruitment Manager 215-646-6200

COMMUNICATIONS

Work for Congressman Joe Sestak, Congressman Joe Sestak (PA-7) is looking for student interns to work this summer in his Campaign Office in suburban Philadelphia. We are sending you a flyer with further details and asking you to please pass the flyer onto any students you feel may be interested in this rewarding opportunity. If you have any questions, please call Andrew Blum at 610-891-8956.

MINISTRY

Part-Time Youth Ministry Leader Calvary Evangelical Free Church is located in the borough of Essex Fells, a quiet town in the heart of bustling Essex County, New Jersey. We are looking for a part-time Youth Ministry Leader to provide leadership, shepherding and oversight of the church's ministry to youth, especially senior high youth. We have a team of lay leaders who are committed to the programs and are looking for someone to lead the way.

Our Senior Pastor loves the flock, has a vision for our community, and a heart for outreach. We have identified the 3 key purposes of the church as being worship (upward), mission (outward), and edification (inward). We are giving ourselves passionately in the power of His Spirit to fulfill these purposes.

Strong candidates will display a passionate love for Christ and a maturity that models Christ-likeness; have a passion for local and world missions and desire to instill that love in others; possess strong youth relational skills and knowledge of youth culture. A Bachelor's degree in bible or a ministry related major is preferred. If you are interested in this position, please send your cover letter and resume to resumes@cefcnj.org.

Special Needs Ministry Intern

Compensation: \$15.00 per hour for two or three hours per week every Sunday morning. You would work with our toddlers giving special attention to the accommodations and modifications needed to insure that our nursery is a place that welcomes every child. Educational Experience: Completion of 30 hours of college work in the area of Special Needs Education. Contact: Marie Thomas, 610-789-2486
UDMarbleCoach@verizon.net

EDUCATION

Summer School Teachers Part-Time (Elementary/Middle School)

9:00AM - 12:00PM (Monday – Thursday, July 13, 2009 through August 3, 2009)

Location: *Spruce Hill Christian School, 4115 Baltimore Avenue, Philadelphia, PA 19104

Qualifications:

A minimum of a Bachelor's degree from an accredited college or university

Pennsylvania teacher's certification (or plans to work towards obtaining certification)

Commitment to Christian education

Desire to be part of a growing, multi-racial, urban, Christian school with high academic standards.

Summer School Courses: Elementary School Math , Elementary and Middle School Reading & Writing Remediation

Contact: / Stephanie Hook, Principal Spruce Hill Christian School - 4115 Baltimore Avenue, Philadelphia, PA 19104 215-382-7839 ☐ (Fax) 215-382-7848 shook@sprucehill.org

Assistant Teachers: The Goddard School located in Strafford has openings for part time (3:00-6:00pm) Assistant Teachers starting in May. Qualified candidates must have completed some coursework in early childhood or elementary education and be willing to work with children ages Infant – 4 years old. Responsibilities include: supervising and interacting with children, communicating with parents and maintaining health and safety standards. Send resume to Michele at goddardstrafford@verizon.net or call 610-688-5229.

CAMPS

Visual & Performing Arts Enrichment Educators for Summer Camps

Paid Internship in Philadelphia. The Philadelphia Arts in Education Partnership (PAEP) seeks responsible and enthusiastic undergraduate/graduate student artists to provide visual and performing arts experiences for youth enrolled in the School District of Philadelphia Summer Arts Enrichment Camps.

Camps will be in session 3 days per week, 2.5 hours per day, for the month of July. \$15.00/hour.

Deadline to apply May 29. Send application and resume to: The Philadelphia Arts in Partnership, at The University of the Arts, 320 S. Broad Street, Philadelphia, PA 19102 or email mborderieux@uarts.edu

Summer Day Camp Counselor-

Ambassador Day Camp is in need of Summer day camp counselors for our 8am-4pm program-M-F for 7 weeks beginning June through mid August, Counselors are responsible for supervision of campers ages 4-12 providing them with a nurturing, fun and exciting spiritual summer experience. Download and complete application on our school's website, www.ambassadorchristian.org and call 732-349-0731.

CHILDCARE

Malvern family: 2 easy-going, fun girls (11.5 years and 8 years) looking for a part time nanny/sitter for the summer (starting on June 3rd). Must be non-smoker, upbeat, responsible and safe driver with own car. Needed to drop/pickup from camp/activities, take to pool, do some light meal fixing/housekeeping. Very good pay - \$13/hour. Please contact Vatsala at 484-995-3369. Looking for about 5 hours a day but flexible on schedule.

Wayne Family: Seeking current student or recent graduate for part-time child-care position. Duties would involve picking an 11 year old up from camp around noon in Bryn Mawr, driving her home to Wayne and providing supervision for 11 year old and 14 year old for a few hours in the afternoon during

the month of June. Additional hours may be available in July and August. Position requires reliable transportation, valid driver's license and auto insurance. Please respond to mary@rapidrock.com.

Summer Nannies Needed: Thousands of Full-time, Part-time, Temporary, Summer and Short-term positions available throughout the United States and Canada. Register Now @ www.nannies4hire.com or call 402-379-4121 to find available families in your area. Free Registration.

Wayne Family: 2 children: 10 and 6 looking for a summer babysitter. Any hours that can fit around her schedule would be OK. We would prefer a student that has a fair amount of sitting experience, and should provide references. We prefer a non-smoker. Car preferred but not necessary, Drivers license and excellent driving record. Pay is \$11.00-\$14.00 per hour per experience. If interested call 610-608-2772 or 610-975-5905