FULL TIME JOBS NEWSLETTER

December 12, 2013

SCIENCE & TECHNOLOGY

PLANNING AND ENVIRONMENTAL SPECIALIST – BLM. Moab, UT. 12/12
Announcement Number: UT-Merit-2014-0008
Salary: $57,408 - $74,628
Information: Applications will be accepted from 12/02/2013 to 12/16/2013. For additional information on this job posting, please go to: https://jobs.mgsapps.monster.com/blm/vacancy/viewVacancyDetail!execute.hms?orgId=3&jnum=108956

HEALTH & SOCIAL

RN SUPERVISOR – Kindred Healthcare. Reading, PA. 12/12
Job Description: The RN Charge Nurse manages a designated group of nursing employees on a nursing unit and assures smooth operations of the unit for a designated shift. (Could encompass one or more units depending upon size and clinical programs). Scope of work for the RN Charge Nurse may be modified by State specific rules under the Nurse Practice Act.
Responsibilities: The RN Charge Nurse assesses, plans, coordinates and evaluates residents’ care along with members of the interdisciplinary team. The RN Charge Nurse documents the resident's condition and nursing needs accurately and in a timely manner. Reports pertinent observations and reactions regarding residents promptly to Supervisor and Physician as necessary. The RN Charge Nurse receives and records physicians’ orders. Other responsibilities as needed.
To Apply: http://tinyurl.com/lgwsbcs

SCHOOL PSYCHOLOGIST – Monroe County. Monroe County, PA. 12/12
Responsibilities: Provide comprehensive evaluations in the identification and development of educational services for students. Conduct reevaluations of students as per standards and regulations. Participate in Individualized Educational Programs. Evaluate students with appropriate testing when deemed necessary. Provided consultation for administrators and school staff members when indicated. Conduct counseling and behavior management sessions in specific situations on individual and/or group process. Participate in CIU 20 and staff meetings, conferences, in-service training and/or special sessions. Recommend and utilize community resources in the facilitation of services for students. Serve as member of the Crisis Intervention Team. Perform appropriate clinical assessments as directed by the administrator. Actively participate as a committee member as designated program committees to develop and maintain current and progressive trends in special education and psychology. Appraise CIU 20 administration and supervisory personnel regarding the needs and trends for students in specific districts. Coordinate services with other disciplines. Attends staff meetings and serves on staff committee as required. Assumes responsibility for materials and equipment and facilities. Responds positively to supervision and suggestions for improvement. Maintain current theories and techniques in discipline content areas, as well as best practices.
To Apply: https://jobs.ciu20.org/job-detail-view.php?jid=125

PSYCHOMETRIC TESTING ADMINISTRATOR/OUTPATIENT THERAPIST – Rawhide, Inc. 12/5
Job Description: The Psychometric Testing Administrator/Outpatient Therapist position at Rawhide reports to the Clinical Supervisor and is responsible for assessing the clinical issues of incoming out of home referrals by discerning appropriate assessment tools, performing the assessments, compiling a written integrated summary of all gathered data, and reviewing the results with the Clinical Supervisor. The position is also responsible for providing therapeutic services to...
individuals, couples, families, and groups, providing in-home services (as needed), coordinating services, and completing insurance authorization paperwork.

Education: Master's degree in Clinical Psychology or related

Qualifications: Current licensure as LPC or similar; knowledge of psychometric assessments; strong written communication skills; experience utilizing psychometric assessments.

To Apply: [http://www.rawhide.org](http://www.rawhide.org).

**BUSINESS & MARKETING**

**WEALTH MANAGEMENT OPPORTUNITY** – Global Arena Capital. Manhattan, NY. 12/12

Global Arena Capital is a mid-sized national brokerage firm in Midtown Manhattan seeking recent college graduates for our wealth management trainee program. Individuals must be money-motivated, self-starting, competitive and sharp. We are not looking for an analyst or researcher. This is an opportunity in a highly lucrative sales position with the potential for driven individuals to rise up quickly and become an extremely well paid money manager. We sponsor and provide all necessary study materials for you to acquire your Series 7 and 63 licenses.

Job Description: You will be working full-time on a team, right alongside seasoned top performers in the business. We offer leads as well as research and training. Individuals must be able to sell over the phone, and must possess excellent communication skills. Previous cold calling experience is a plus.

Qualifications: Please ONLY respond if you meet ALL of the following job requirements: strong interpersonal and communication skills; highly competitive and proven self-starter; ability to work in high paced, team oriented environment; previous Sales and/or customer service experience preferred; seeking recent, unlicensed college graduates.

To Apply: We are interviewing immediately and looking to fill positions as soon as possible. If you meet these requirements please contact Michael Tannen at (646) 795-6751, and send your resume to Mtannen@globalarenacapital.com. Base Salary plus commissions. This is a six figure income opportunity after the first year for the right person.

**ACCOUNTING SUPPORT SPECIALIST-PROCESSING** – AlliedBarton Security. Conshohocken, PA. 12/12

Job ID: 4111981

AlliedBarton Security services is currently looking to hire a Support Specialist to join the AlliedBarton|Support Center 'Processing Team' in the Corporate office located in Conshohocken, PA. The Support Specialist is a specialized, customer focused position responsible for providing the highest level of service and support to all clients (e.g. vendor, internal client, external client, employee, prospects). The person will work from 6:30am-3:00pm supporting the entire AlliedBarton organization; analyzing and processing payroll, billing and accounts payable discrepancies and monitoring the Post Watch system, multiple company phones lines, email inboxes and corporate faxes.

Responsibilities: Process invoice adjustments, payroll discrepancies, expense reports, vendor invoices and other various paperwork. Provide timely and accurate transaction processing of exception and miscellaneous items related to payroll, billing and accounts payable with an emphasis on auditing, quality assurance and controls. Identify scheduled shifts where officers have failed to log in/out through the automated system; take appropriate action to cover the open security officer post and adjust schedules in WinTeam to reflect real time changes. Identify open posts prior to the shift start time and ensure the post is filled Receive and handle call offs from officers; document the reason, notify local management, and assist in filling the post as necessary. Process supplemental wage checks including; bonuses, severances, awards and retroactive payments within 48 hours. Process payroll discrepancies within 48 hours. Process void checks and manual checks as required. Proactively identify, research, and record any payroll related discrepancies. Process invoice adjustments within 48 hours. Process bill backs within 48 hours. Process and audit incoming vendor invoices, expense reports, check requests and purchase orders from district offices. Process payments and bill back any billable purchase orders submitted through Procure It. Analyze discrepancies and identify the root cause; then partner with operations to prevent future re-occurrences. Respond to emergency situations by contacting appropriate personnel and documenting with incident reports. Respond to alarm calls by dispatching appropriate personnel and documenting calls so that customer will be billed properly. Educate security officers on timekeeping procedures. Keeps supervisor informed of significant issues affecting shift. Assist with any other special projects requested.

Education: Bachelor's Degree in Business Administration (preferably in accounting / finance) or equivalent job experience highly preferred

Experience: Minimum one year customer service experience.

Qualifications: Intermediate or advanced knowledge of Microsoft Office and Excel. Ability to establish and maintain effective working relationships with co-workers, management, internal and external clients. Ability to work a flexible schedule and to work overtime as requested. Ensure compliance of company policy and perform multiple tasks
simultaneously in a timely, courteous and professional manner. Excellent oral and written communication skills. Detail
oriented and able to perform in a high volume work environment. Comfortable working in a team oriented environment.
Ability to perform multiple tasks simultaneously in a timely, courteous and professional manner
To Apply: AlliedBarton is proud to be an Equal Opportunity Employer M/F/D/V.
http://www.jobs.alliedbarton.com/job/Conshohocken-Accounting-Support-Specialist-Processing-Job-PA-
19428/29342900/?utm_source=emailcampaign

MARKETING POSITIONS – Jam Promotions, Inc. Blue Bell, PA. 12/12
We are seeking individuals with leadership qualities, great communication skills, people that excel through competition
and have a drive for success. The main job responsibility is to aid our Marketing Representatives, Advertising Associates,
and Senior Staff in specific projects related to our clients.
Qualifications: Ability to start right away; high School degree or higher; great communication skills; reliable
transportation to the office on a daily basis
For Immediate Consideration, Please email your resume to careers@jampromotions.biz

MANAGEMENT TRAINING – Jam Promotions, Inc. Blue Bell, PA. 12/12
JAM Promotions, Inc. is one of the leading Event Promotions and Event Planning firms in the greater Philadelphia area.
Our diverse client portfolio includes market development and events with industry leaders in skincare & cosmetics, health
& wellness, and gourmet foods.
Job Description: The main focus of this position is to promote our clients' brand names by developing and supporting field
marketing programs. You will work closely with other Event Marketing Specialists, and corporate marketing and sales
organizations to support sales activities (shows, events, campaigns, etc) and utilize your marketing expertise to help
develop and execute marketing programs that will increase demand and drive revenue.
Responsibilities: Impacts sales results by developing, supporting and executing field marketing and segment activities. Executes Marketing campaigns and Plans Events depending on expertise. Works with appropriate clients to support campaigns. Works with various corporate/field marketing managers to determine appropriate customized programs and strategies for various market segments. Provides coordination and project management to ensure event success. Once the management capacity is reached, may also attend these events as required. Monitors use of existing sales tools. Provides input on requirements for additional tools. Publicizes event and works with Account Development to raise awareness and drive high levels of attendance and participation by targeted audience. Advises on new ideas to generate revenue for various clientele.
Experience: 1-2 years experience or training in marketing or sales preferred, but willing to make exceptions for the right candidate.
Qualifications: Experience in customer service or other people-oriented fields desired; sales experience a plus;
exceptional organizational and project management skills; exceptional communication skills; ability to work independently
and within a team environment; desire to succeed.
To Apply: Please apply directly to our website: http://jampromotions.biz/apply/

CLIENT RELATIONSHIP SPECIALIST – Vanguard. Valley Forge, PA. 11/21
Our Client Relationship Specialists provide world-class service to more than 5.2 million clients. Highlighted below are
various opportunities available to individuals looking for a dynamic career in the financial services industry and who are
eager to continue learning.
Responsibilities: Providing world-class service to clients in our professional environment, emphasizing the ease of
investing with Vanguard, and generating client loyalty by presenting an unmatchable client experience from end to end,
Serving as ambassadors for Vanguard’s investment philosophy and our at-cost, client-owned business model. Identifying
our clients’ needs, resolving issues, and positioning appropriate solutions and services to best meet those needs, including
low cost products and investment advice or guidance. Demonstrating client relationship management skills through
active listening, asking open-ended questions, building rapport, showing empathy, and positioning. Developing and
maintaining proficient knowledge of Vanguard funds and ETFs, individual securities, products and services, the overall
financial markets, and the related legal, tax, and regulatory issues in order to educate and guide our clients. Remaining
current on relevant market and industry news and developing the ability to articulate how world economic events impact
our clients and their investment needs. Executing client requests in a timely and accurate manner while providing clients
with appropriate, accurate, timely, and complete information. Adapting to a changing work environment or changes in
policies in a positive manner.
Education: Undergraduate degree in any major or equivalent combination of training and/or work experience.
Experience: Minimum two years related work experience.
Qualifications: Cumulative GPA of 3.0 or higher preferred. Passion for the financial services industry, markets and investing. Ability to learn complex materials and handle multiple priorities. Self-motivated for continued learning and growth. Excellent listening, oral and written communication skills. Ability to interact effectively with clients, managers, and coworkers. Ability and willingness to participate in a team environment. Working knowledge of Microsoft Office Suite and understanding of mobile applications. Ability to acquire financial securities licensure such as FINRA Series 6 or 7 and 63 in all 50 states. Your employment is contingent on a successful drug-screening result.

Job ID: 119577

To Apply: https://careers.vanguard.com/psp/jobs/VGCAREERS/HRMS/c/HRS_HRAM.HRS_CE.GBL?&PAGE=HRS_CE_JOB_DTL&JobOpeningId=119577


Responsibilities: Develop close relationships with pediatric primary care and pediatric subspecialist practitioners and office staff to effectively educate them on FSC’s product portfolio. Have a positive, respectful, and enthusiastic attitude. Be self-motivated with a determination to excel. Have an entrepreneurial mentality. Ensure patients have access to FSC products by promoting utilization of patient co-pay cards, collaborating with the corporate team to maximize managed care support, and ensuring FSC products are available in pharmacies. Work with your Sales Manager to assess territory sales performance and market trends and suggest and implement appropriate actions to enhance performance. Ensure that sales forecasts are met (or exceeded) within budget for the therapeutic areas at a territory level. Pay attention to detail within a highly regulated pharmaceutical and medical device industry that requires complete accountability, stellar organizational skills, and total responsibility to meet corporate and regular compliance expectations.

Education: Bachelor’s Degree, preferably with a health science, marketing/business, or education major.

Qualifications: Excellent presentation and communication skills; a results orientation with demonstrated time/territory management skills; the ability to identify, prioritize and target key customers; the ability to work as a team member; a valid driver’s license and a safe driving record; prior Sales Experience is a plus.


Job Description: This is a Contract Position with potential to go permanent. Pay rate $30+ per hour.

Responsibilities: Provide Support to the VP and team

Qualifications: Must have supported a team of 30+ in a large corporate GLOBAL environment; must be flexible as it requires working with a different time zone; strong Microsoft Office Skills.

To Apply: Please send your resume to Barbara Trotter btrotter@carneyjobs.com or call 215-646-6200.

EDUCATION

COORDINATOR, NEW MEDIA, COMMUNICATIONS, AND EVENTS – Neumann University. Aston, PA. 12/5

Responsibilities: Responsibilities include coordinating logistics for the ISSCD sponsored conferences, programs and lectures; coordinating the production of web and audio streaming for ISSCD events, blogs, on-line discussions and podcasts, as well as post talks, papers and presentations in concert with the ISSCD's mission; the development and implementation of marketing plans to host various ISSCD sanctioned events in concert with University marketing and public relations. This candidate must have knowledge and experience in event planning; new media profiles such as Twitter, Facebook, WordPress and YouTube; website development and management; publication design; and athletics.

Qualifications: Qualifications include Master's degree (preferred), 2-4 years effective experience with all media communication including new media, excellent communication skills and knowledge of Microsoft Office Suite and Adobe Applications. The successful candidate will have an understanding of the inherent power of good in sport, an awareness of the spiritual and ethical dimensions of sport and an appreciation for and congruence with the Catholic Franciscan mission of the University.

To Apply: Qualified candidates are invited to forward a resume by Monday, December 16, along with two references to: David W. Brownlee, Vice President for Human Resources and Risk Management, Neumann University, One Neumann Drive, Aston, PA 19014-1298; email address: humanresources@neumann.edu.

EARLY CHILDHOOD & HIGH SCHOOL TEACHERS – George Washington Academy. Casablanca, Morocco. 12/5

George Washington Academy is a private, American K-12 school located in Casablanca, Morocco. We are a unique, trilingual school with 700+ students, fully accredited by Middle States Association. Our students are primarily Moroccan but
the student body is diverse, representing over 30 nations. The school seeks to both equip minds and build character. GWA is looking for people of faith and integrity to make an impact on a future generation of leaders.
To Apply: For more information, visit www.gwa.ac.ma.

MUSIC TEACHERS – Music Training Center. Ardmore, PA. 12/5
Our school is owned by local families. We take pride in working with teachers and school administrators who share our passion for giving our students a first-class education and performing arts experience. As a member of our music instruction staff, you will be teaching children (ages 5-17) and adults, and preparing them for ensemble performances and recitals that are held in our school theaters four times each year.
To Apply: http://musictrainingcenter.com/careers

COMMUNICATION
COMMUNICATION DIRECTOR – AICUP. Harrisburg, PA. 12/5
Qualifications: Writing, editing, and oral presentation skills. Ability to manage websites, social media sites, and an aptitude for digital communications, as well as the ability and willingness to learn new software and hardware solutions to streamline outgoing and incoming communications. Self-starter who is flexible in day-to-day responsibilities.
Education: Bachelor’s degree.
Salary: $35,000 - $50,000.
To Apply: Applications shall be received starting November 25th until the position is filled. Resumés, letters of application, and a 2-3 page writing sample should be mailed to: Don L. Francis, AICUP, 101 N. Front Street, Harrisburg, PA 17101 or by email to: duck@aicup.org.

MULTIMEDIA SPECIALIST – Greater Shiloh Church. Easton, PA. 12/5
Job Description: The Multi Media Specialist is a visionary leader who will serve the church at-large by providing creative direction in the areas of: visual communication, social media, content production, media strategy, publications, environments & event production. This position supports all ministry teams on an as needed basis. While not assigned to a specific ministry team, the majority of time will be spent supporting the Music, Worship and Multi Media teams. Responsibilities: Oversees/oversee Video Communication. Develop and implement a system (equipment, crew, work flow) for filming and posting sermons and worship service videos weekly on the website. Oversees crew of volunteers and contractors to execute all live events, sound, lighting and video support. Train and coach ministry teams on effective media and technology use. Includes recruiting, equipping and leading out volunteers. Attends and directs the operation of all audio/visual aspects for each service. Work in tandem with Director of Worship to develop ideas. Creative direction for message series, church wide communications, and ministries. Oversees/manage, design visual communication for message series. Includes review/development of all our current efforts/strategy including website, web advertising, Facebook, streaming, etc. Act as consultant to ministries for planning large events, to help create engaging environments and achieve effective production/programming for large events. Coordinates media needs for any church sponsored groups or events at Greater Shiloh.
Qualifications: Must believe in the fundamental, historical, Biblical doctrine of God’s word. Must have an understanding of working with people and the ability and willingness to assume a Christian attitude for achieving those results. Must have good communication and writing skills. Must be able to speak English fluently. (Other languages a plus). Christian demeanor required. Professional technical, production, and/or ministry experience: Must have a demonstrated level of excellence in video production (turn-key projects as well as live environments) and project management. Proficiency in Final Cut Pro, Adobe Illustrator, Photoshop, etc. Have the ability and clear understanding to be both a people and systems developer. Has an appreciation for clear direction, but also the ability to pull concepts out of thin air. Multitasking is a must.
Education: Bachelor’s Degree in Visual Communications, Broadcasting or related field and/or 3 years related experience. To Apply: Please send your resume and samples of items as noted: For graphics: (1) Flyer Publication, (1) Poster Publication and for video, (1) Composition of a creative video footage, (commercial, advertisement, etc.) to Oscar Huertas - worship1@yahoo.com.

MINISTRY
DIRECTOR OF CHRISTIAN EDUCATION – Doylestown Presbyterian Church. Doylestown, PA. 12/12
Job Description: Doylestown Presbyterian Church (1,800) is seeking a full-time Director of Christian Education (DCE) who will lead in strengthening the educational life of the church. This individual will have a firm grasp on the purpose, values
Responsibilities: The DCE will serve as educator in various capacities throughout the church. He or she will lead and administer Christian Education for children, plan curriculum, teach, assist with adult and youth education as needed, invite, motivate, train, and support a large group of volunteers, build relationships with children and their parents. The DCE will be active with and visible to all ages. The DCE will supervise the Youth Director (if non-ordained) and 4 part-time staff members, and will report to the Head of Staff.

Qualifications: The DCE will be an experienced educator, effective communicator, leader, engaging, detail-oriented, energetic, creative, able to work independently as well as with a team, sensitive to diverse populations. We seek an individual who is comfortable within the Reformed tradition and has a mature, active and authentic journey with Christ; a passion for teaching; and the ability to lead and create community by sharing the Word of God.

Education: A Master’s Degree in Christian Education is preferred or a Master’s or Bachelor’s Degree in Primary/Secondary Education with a willingness to pursue further studies in Christian education in denominationally-sponsored programs.

Teaching experience in a church setting is desirable.

To Apply: Send cover letter, resume with contact information for three references, plus a statement of faith to: Mr. Louis White, Director of Christian Education Search—Doylestown Presbyterian Church—127 East Court Street, Doylestown, PA 18901 or DCESearch@dtownpc.org. Applicant submissions cannot be accepted after January 31, 2014.

CHURCH ADMINISTRATOR – East Swamp Church. Quakertown, PA. 12/12

East Swamp Church, a Gospel-centered, community-focused church in upper Bucks County, is seeking to employ a full-time Church Administrator. Applicants much have exceptional relational skills, competence in the Microsoft Office suite of products, experience in managing office staff, and the ability to recruit and mobilize volunteers. The successful candidate will exhibit a team-first, ministry first attitude, and will be required to attend East Swamp Church.

To Apply: Download the complete job description and application for this position on www.eastswamp.org.

NONPROFIT

PROGRAM ASSISTANT – Junior Achievement of Delaware Valley, Inc. Wayne, PA. 12/12

Job Description: Assists the Program Team with the daily operations of Junior Achievement’s elementary, middle and high school programs. The position will include a variety of assigned tasks and projects including assistance with volunteer and teacher recruiting and training, program servicing, administrative procedures and program events.

Responsibilities: Maintains data on all programs and participants. Maintains program database for participant registration, biography, child abuse policies and evaluation forms for all programs. Support Program staff in program verification preparation. Submits class registration forms and required reports to Junior Achievement USA on a timely basis. Manages program department records in line with organizational standards and objectives. Assists program staff in school outreach and student recruitment activities (phone and onsite), student application processing, cohort rostering, student coordination. Assists program staff in recruitment of new volunteers and establishes lines of communication between teachers, volunteers and the Junior Achievement office. Implements timely first line of response to educator, student and volunteer information inquiries. Assists program staff in preparing materials for volunteer, educator and student orientation programs, i.e. Updating orientation materials, scheduling, ordering program materials, distributing registration forms and evaluation tools. Assists program staff in planning and implementing methods of program communication and recognition, i.e., planning and distributing appreciation materials. Assists Program staff in event registration, event coordination and logistics, and on-site programmatic event day support, i.e., phone confirmations, facility preparation, volunteer coordination, information distribution and collection, pre/post test administration, program evaluations, on-site constituent support, and trouble-shooting. Supports event planning and logistics of key program events. Develops and prepares presentations, email messages, flyers, press releases, and electronic media including messaging for websites, email blasts, Twitter, Facebook in support of program staff. Maintains current program messaging across JA social media platforms. Maintains awareness of all department protocols and processes. Involved in project and deliverable tracking throughout implementation. Suggests process improvement and documents new procedures as needed. Maintains inventory of program materials to meet needs of the program staff within guidelines established in the budget. Prepares materials for Board and Committee meetings. Assists in reporting on program information to other internal departments. All other duties as assigned.

Education: Include a Bachelor's degree or equivalent.

Qualifications: Excellent oral and written communication ability, interpersonal, organization and planning skills. Computer proficiency a must (Microsoft Office Suite, Database Management). Creative problem solving ability. Self-motivated. Experience in managing multiple priorities, and resourceful, reliable and accurate in performing everyday tasks. Must
demonstrate initiative and work both independently or collaboratively. Minimum of 1 year experience in varied administrative and program support roles. Desired qualifications include experience in non-profit, education or business and/or familiarity with area schools and businesses a plus. Experience with Raiser's Edge Database.

To Apply: Please forward resume and cover letter to Paul Kappel, Jr., President, Junior Achievement of Delaware Valley, 993 Old Eagle School Road, Wayne, PA, 19087. E-mail: paul.kappel@ja.org. Review of applications will begin immediately and will continue until the position is filled.

COORDINATOR POSITIONS – Mennonite Central Committee. Various locations. 12/12
For more information, visit http://serve.mcc.org/positions/communications-coordinator-ec.

Our client is a National Non-Profit catering to disadvantaged women and families.
Job Description: Assistant to the President in editing reports, grant requests, news releases, policy and research, event planning, travel arrangements, preparation of all documents, memos and correspondence for Board members and meetings. Responsibilities also include scheduling appointments and managing and organizing President's office.
Education: College degree or equivalent experience.
Experience: Minimum 2-5 years' experience.
Qualifications: Experienced grant writer; excellent communication and organizational skills; detail oriented; ability to work independently and carry through projects from beginning to end; ability to handle multiple assignments and work under pressure; excellent editing and writing skills; proficiency with Microsoft Office Suite Applications, particularly Excel, Access and Word; interest in community development, economics, and/or microfinance; organized self-starter.
To Apply:
http://www.indeed.com/viewjob?jk=fc45fd71a7ee56c0q=non-profit&l=Philadelphia+County,+PA&tk=189df3vud06a03s4&from=ja&alid=b49e6d35a0ef8ff60&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Job Description: Under supervision of the Senior Manager of Volunteers, recruit and schedule volunteers for all Philabundance direct service programs, Hunger Relief Center shifts, and special events (~3,000 volunteers per month). Provide daily orientation and management of volunteers at the Hunger Relief Center. Quickly re-evaluate changing logistics and make adjustments to ensure smooth flow of production and positive volunteer experience. Work with the Development Department to strategically advocate on behalf of Philabundance with current, potential, and new volunteers. Support Senior Manager of Volunteers in the development of new volunteer tracking, recognition, and engagement programs.
Responsibilities: Handle a high volume of calls and emails in a timely fashion, providing people with information about Philabundance and potential volunteer opportunities. Maintain volunteer schedule for all Philabundance programs and special events. Track volunteer data through volunteer management systems. Pull reports from volunteer and donor management systems as needed. Provide a safe, fun, and educational atmosphere in the Hunger Relief Center, including facilitating orientations for large groups of diverse volunteers (e.g. community service, corporate, youth groups, faith-based groups, etc.). Assist in maintaining cleanliness of on-site volunteer areas. Work closely with all Philabundance departments to understand organizational needs and the ways volunteers can support overall organizational capacity. Receive food and fund donations made during volunteer shifts. Plan and execute volunteer recognition events. Represent Philabundance at external volunteer recruitment events.
Education: Bachelor's degree or equivalent combination of education and experience related to responsibilities.
Experience: Minimum 2-3 years of experience with volunteer management and/or program coordination.
Preferred experience in a leadership or supervisory role.
Qualifications: Ability to work Tuesday evenings and Saturday shifts. Strong computer skills, including proficiency with Microsoft Office (Word, Excel, Outlook); experience with volunteer or donor management software a plus. Experience managing both small and large groups of individuals. Speaking in front of large groups of people. Ability to work in a high stress environment and troubleshoot quickly. Effective verbal and written communication skills. Ability to maintain focus on tasks and produce accurate work in chaotic, fast-paced environment. Excellent organizational and interpersonal skills. Ability to work with and motivate a diverse group of volunteers. Ability to work independently and collaboratively.
To Apply: All candidates must apply at http://philabundance.catsone.com/careers.

LEGAL
Qualifications: College degree; ability to speak and write Spanish is preferred; ability to interact and communicate calmly with people; ability to analyze complex factual scenarios and, after training, identify the legal problem; a commitment to working in a program dedicated to serving low income communities.
Salary: Salary is commensurate with years of experience and is comparable to other public interest paralegal salaries. Full health coverage and generous holiday and leave benefits.
To Apply: Interested applicants should forward a resume and cover letter via email asantos@philalegal.org. Deadline is December 16, 2013.

FOOD/RETAIL

STORE MANAGER – Starbucks. King of Prussia. PA. 12/5
Experience: Progressively responsible retail experience (3 years); Supervision (1 year); Experience analyzing financial reports.
Qualifications: Ability to manage store operations independently; ability to manage effectively in a fast-paced environment; ability to manage multiple situations simultaneously; ability to manage resources ensuring established service levels are achieved at all times; interpersonal skills; knowledge of customer service techniques; knowledge of supervisory practices and procedures; organization and planning skills; strong operational skills in a customer-service environment; strong problem-solving skills; team-building skills; ability to communicate clearly and concisely, both orally and in writing; strong leadership skills, with the ability to coach and mentor others; ability to plan and prioritize workload; ability to handle confidential and sensitive information.
Education: College degree in business or a closely related field may substitute for a portion of the required experience.
To Apply: http://ars2.equest.com/?response_id=f953dd29c171788ab0807445453dbf32

SERVERS, HOSTS, BARTENDERS, BUSSERS, & OTHER POSITIONS – Uno Chicago Grill. Oaks, PA. 12/5
Many new positions have opened up at Uno Chicago Grill.
To Apply: http://www.unos.com/jobs.php

SUMMER

DAY PROGRAM WORKERS – AACS. Annapolis, MD. 12/12
Positions Available: Lead Group Counselors (for campers ages 10-13), Art Teacher, Science Teacher, Tennis Teacher, Sports Teacher, Bible Teacher.
Annapolis Area Christian School Summer Programs is seeking outstanding people to work for the Eagles Explorations Day Program. The summer program enrolls over 1,000 campers, ages 3 ½ to 16. We offer science, art, film making, photography, computer programming, tennis as well as a variety of other sports, and an extensive counselor in training program. The camp is located on AACS Upper School’s 62 acre campus in Severn, Maryland.
We are looking to build upon the exceptional team of educators already working in the program and hire people who are motivated to keep our camp the best in Anne Arundel County. If you have educational experience or are pursuing an education degree and love the Lord, are dependable, work hard, have lots of energy, are creative and confident, and love children, then AACS Summer Programs is looking for you!
To Apply: Interested Candidates should send a resume and letter of interest to recruiting@aacsonline.org. Visit our website, www.aacssummerprograms.com, for more information.

CAMP COUNSELOR – Camp Winadu. Pittsfield, MA. 11/21
Job Description: Camp Winadu is looking for Counselors to join our team for Summer 2014. This is a great opportunity for anyone considering or currently working in athletics, sports management, coaching, teaching, child development or child psychology. Summer camp provides practical, meaningful experiences that cannot be beaten.
To Apply: https://winadu.campintouch.com/ui/forms/application/staff/App

We cannot verify or guarantee the accuracy of the contents. Also, please use appropriate caution and check out the jobs and search for jobs thoroughly.