**HEALTH & SOCIAL**

**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: (check careers email before posting)

**BUSINESS & MARKETING**

**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 unmatched 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
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.
To Apply: Please submit cover letter and resume. https://fscpediatrics.com/Career.aspx

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:  Oversee/manage Video Communication.  Develop and implement a system (equipment, crew, workflow) 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.  Oversee/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.  Multi-tasking 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.

NONPROFIT


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=fc45fd71a7ee56c0&q=non+profit&l=Philadelphia+County,+PA&tk=189df3vud06a03s4&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

**VOLUNTEER COORDINATOR** – Philabundance. Philadelphia, PA. 11/21

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**

**GENERAL INTAKE PARALEGAL** – Philadelphia Legal Assistance. Philadelphia, PA. 12/5

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
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.