HEALTH/SOCIAL SERVICES

PHYSICAL THERAPIST – Broomall, PA  5/30
We are currently recruiting for a Physical Therapist. This position offers an exciting opportunity to join a team of dedicated health care professionals that pride themselves in providing quality resident care. Our facilities have a prominent reputation in the community for providing excellent rehabilitation services.
Put your physical therapy skills to work where they're really needed - evaluate a resident's condition, develop a treatment plan, and help them get better, day by day. You'll also instruct the nursing staff and the residents' families on follow-through programs that build on the progress they've made.
For more information about this job posting, go here: [http://tinyurl.com/pj7xva4](http://tinyurl.com/pj7xva4)

REHAB PROGRAM DIRECTOR – Cranford, NJ  5/30
The incumbent may be responsible for providing therapy services including assessment as applicable, treatment planning and therapeutic interventions in an interdisciplinary environment consistent with the discipline's qualifications, professional practices and ethical standards. The incumbent shall also be accountable for and contribute to program development, quality improvement, problem solving, community education, and productivity enhancement in a flexible interdisciplinary fashion.
For more information, visit: [http://tinyurl.com/oallavb](http://tinyurl.com/oallavb)

PHYSICAL THERAPIST – SRS Rockville, MD  5/30
We are currently recruiting for a Physical Therapist. This position offers an exciting opportunity to join a team of dedicated health care professionals that pride themselves in providing quality resident care. Our facilities have a prominent reputation in the community for providing excellent rehabilitation services.
Put your physical therapy skills to work where they're really needed - evaluate a resident's condition, develop a treatment plan, and help them get better, day by day. You'll also instruct the nursing staff and the residents' families on follow-through programs that build on the progress they've made.
To learn more, go to: [http://tinyurl.com/nplfpw](http://tinyurl.com/nplfpw)

OCCUPATIONAL THERAPIST – Kindred Healthcare, Philadelphia, PA  5/30
Norris Square Civic Association (NSCA) is a community development corporation founded in 1983 by a group of community women who desired to take control of their neighborhood and provide a healthy and safe environment for their children. NSCA serves the predominately Latino community residing on the blocks surrounding Norris Square Park in Philadelphia. Norris Square residents are active at every level of the organization, serving on the staff and board and lending their voice through community forums and survey.
For over 29 years, NSCA has responded to the needs of the community by providing comprehensive solutions such as affordable housing, community organizing, employment training, early childhood education, youth after-school and summer enrichment programs, homeownership counseling and comprehensive case management services. Visit us at [www.nscaonline.org](http://www.nscaonline.org)
We are currently seeking an experienced Director of Operations to join our organization. This is a great opportunity to contribute to the continuing development of our community. Reporting to the Executive Director, this position will manage Operations, Real Estate development, Information Systems, HR and the Education, Youth & Family, Head Start and Development & Communications Programs.
For more information, go to: [http://tinyurl.com/oykwdlh](http://tinyurl.com/oykwdlh)

ADMISSIONS COORDINATOR – Kindred Healthcare, Philadelphia, PA  5/30
Be the first point-of-contact for families, discharge planners and other new resident referral sources. Answer their questions, and give tours of the facility. You’ll work with Sales and Marketing, engage in public speaking opportunities, and be involved in the community to make sure people are aware of the excellence in health care that Kindred offers.

For more information about this listing, visit:  http://tinyurl.com,np9ze7w

CERT OCCUPATIONAL THERAPIST ASSISTANT – Reading, MA  5/23
We are currently recruiting for an Occupational Therapist Assistant. You will work in a team where you will provide quality, compassionate care in a secure setting. Under the supervision of the Occupational Therapist, you will implement the resident’s Care Plan for rehabilitation. Help mentally and/or physically impaired residents to participate in tasks to restore, reinforce, and enhance their performance.
To learn more about this job posting, go here:  http://tinyurl.com/n834e84

LPN – Kindred Healthcare, Reading, PA  5/23
The LPN Charge Nurse manages a designated group of nursing employees on a nursing unit and assures smooth operations of the unit for a designated shift under the direction and supervision of a Registered Nurse. Could encompass one or more units depending upon size and clinical programs. Scope of work may be modified by State specific rules under the Nurse Practice Act.
For more information about this job, go here: https://kindred.taleo.net/careersection/kndexternalcareersection/jobdetail.ftl?job=143241&lang=en&media_id=21779&sr c=States_Compliance

OCCUPATIONAL THERAPIST – General Healthcare Resources, Montgomery County, PA  5/23
A local Nursing Home is looking for an Occupational therapist to work FULL TIME in their NEWLY RENOVATED rehab unit. This Non-profit skilled nursing facility that has a tenured rehab staff. Even though they are NON-PROFIT, the salary rates are extremely COMPETITIVE!
Do you want to continue your career in skilled nursing with an organization that KNOWS their employees and supports them both professionally and financially?
They are seeking an Occupational Therapist who truly values QUALITY patient care to join the rehab team. This is a close knit group of experienced therapists who collaborate on patient care. This is an opportunity to join an organization that prides itself on delivering quality patient-focused care while collaborating and utilizing a multi-disciplinary approach. It is a large department consisting of at least 10 therapists. They want the therapists to have the same patients for continuity of care. As an Occupational therapist, you will be responsible for providing direct patient care services including ADL’s and positioning.
They offer very competitive salary rates coupled with a GENEROUS benefits package. Scheduling is FLEXIBLE and there are absolutely NO WEEKEND REQUIREMENTS!
Salary Range: $78,000-$90,000 based on experience
For more information, go to: http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=JB72LZ6XFHY1NHF069&siteid=cbindeed&sh o wNewJDP=yes&ipath=EXIND

HEALTH SERVICES SUPERVISOR – Trevose, PA  5/23
NHS Human Services, through its subsidiaries is one of the nations’ leading non-profit providers of community-based human services. With nationally recognized programs in multiple states, NHS offers a full range of integrated services to children and adults in the areas of mental health, addictive diseases, autism, intellectual and developmental disabilities, juvenile justice, treatment foster care, education and other specialized services.
NHS is seeking a Health Services Supervisor; the Health Services Supervisor is a professional position whose duties include supervision of the Nursing staff, the overall supervision of health care services for Individuals, acting as resource person for other departments, and oversight and maintenance of all medical records. An employee in this position is available to nursing staff as needed and reports to the Director of Nursing.
To learn more, go to: https://nhsonline.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=4399&referrer=95&site_id=148&view_language=en-US

PHYSICAL THERAPY ASSISTANT – Philadelphia, PA  5/23
We are currently recruiting for a Physical Therapy Assistant. You will work in a team where you will provide quality, compassionate care in a secure setting. Under the supervision of the Physical Therapist, you will implement the resident’s
Care Plan for rehabilitation. Help mentally and/or physically impaired residents to participate in tasks to restore, reinforce, and enhance their performance. If you would like more information on this job, go here: http://tinyurl.com/ahrgano

**PHYSICAL THERAPIST** – South Jersey Health Millville, Vineland, NJ 5/23
We are currently recruiting for a Physical Therapist. This position offers an exciting opportunity to join a team of dedicated health care professionals that pride themselves in providing quality patient care. Our facilities have a prominent reputation in the community for providing excellent rehabilitation services. Put your physical therapy skills to work where they're really needed - evaluate a patient's condition, develop a treatment plan, and help them get better, day by day. You'll also instruct the nursing staff and the patient's families on follow-through programs that build on the progress they've made.
For more information, go here: http://tinyurl.com/aqtbyzw

**REGISTERED NURSE (NIGHT SHIFT)** – Reading, PA 5/23
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 may be modified by State specific rules under the Nurse Practice Act.
To learn more about this job, go to this website: http://tinyurl.com/b6auebd

**HEALTH ASSISTANT** – Philadelphia, PA 5/23
The Early Head Start Health Assistant will assist the Health and Nutrition Coordinator with the tracking of health care services to EHS children and families and implementation of plans for follow up education, care and treatment. The Health Assistant will work independently and as part of an interdisciplinary team to provide health services, advocacy and education to EHS families.
If you are interested, visit this website to learn more: http://www.idealist.org/view/job/f4DKf22G44FP/

**HOUSING SPECIALIST** – Philadelphia, PA 5/16
Assist clients in locating/obtaining, transitional and permanent housing options. Housing options include supportive housing, low cost rental, fair market rental, and low cost homeownership or fair market homeownership programs. Clients receiving housing specialist services are all clients who have self-disclosed domestic violence and need assistance to locate and obtain housing. Clients will consist of WAA residential clients and other clients that have been referred as "fast track" will come from WAA Case Managers, the WAA Legal Center, OSH Intake, and other partner domestic violence Agencies. The Housing Specialist must also participate in citywide advocacy efforts and networks related to housing and homelessness.
For more information, visit: http://www.idealist.org/view/job/nDTJD2pSFnxd/

**PHYSICAL THERAPIST** - RehabCare - NJ: South Jersey Healthcare Bridgeton 5/16
We are currently recruiting for a Physical Therapist. This position offers an exciting opportunity to join a team of dedicated health care professionals that pride themselves in providing quality patient care. Our facilities have a prominent reputation in the community for providing excellent rehabilitation services. Put your physical therapy skills to work where they're really needed - evaluate a patient's condition, develop a treatment plan, and help them get better, day by day. You'll also instruct the nursing staff and the patient's families on follow-through programs that build on the progress they've made.
To find out more about this job, go here: http://tinyurl.com/ckkwdq4

**SOCIAL WORKER** – Philadelphia Company 5/16
Philadelphia company is seeking social workers to conduct case management with elderly individuals. This is a full-time position that is contract to hire. Previous experience as a social worker and a BSW preferred.
For more information, go here: http://www.barondouglas.com/jobdetails.html?companyuser=bdc&jobOrdrNo=60

**CNA NURSE** – MHK Healthcare, Norristown, PA 5/16
MHK Employment Agency is a non-profit organization, serving The Home Health Care Industry. The Mary Harris Kinard Foundation, A/K/A, MHK, Home Health Care Agency was created in 2004. We have just expanded our business into the Home Health Care placement service for indipendant Nurse contractors to create Job opportunities. MHK specializing in private duty Nursing care for the severely Disable, but not limited to, is what makes us special! The main responsibilities of the job position is dependant on the quality of life and needs of patients care, and your ability to meet that need.
OCCUPATIONAL THERAPIST – Landis Homes Retirement Community, Lititz, PA 5/16
We are currently recruiting for an Occupational Therapist. This position offers an exciting opportunity to join a team of dedicated health care professionals that pride themselves in providing quality patient care. Our facilities have a prominent reputation in the community for providing excellent rehabilitation services. After evaluating your resident’s condition, you'll develop a specialized treatment plan to help him/her achieve as much as possible in regaining his/her well-being through exercise and/or use of prosthetic and orthotic devices. You and your staff will play an important role in his/her recovery.
Go to this website for more information:

PHYSICAL THERAPY ASSISTANT – Broomall Rehab & Nursing Center, Broomall, PA 5/16
We are currently recruiting for a Physical Therapy Assistant. You will work in a team where you will provide quality, compassionate care in a secure setting. Under the supervision of the Physical Therapist, you will implement the resident’s Care Plan for rehabilitation. Help mentally and/or physically impaired residents to participate in tasks to restore, reinforce, and enhance their performance.
For more information about this job, go here:

TECHNOLOGY/MEDIA
INFORMATION TECHNOLOGY JR. SYSTEMS ADMIN – 5/23
Position Responsibilities:
- Understanding of the LAN and WAN including system stability, integrity, and troubleshooting
- Responsible for taking project hand-offs from IT Manager and implementing daily administrative procedures with documentation for each project
- Perform hardware and software upgrades to desktops including operating systems and applications in response to newly identified security threats, he or she must rapidly identify and fix any network devices and maintain the updated status. Including Anti-Virus.
- Responsible for rolling out desktops and laptops to end users; Such responsibilities will include software and hardware upgrade planning and the general execution of desktop and laptop roll outs
- Will make recommendations to the IT Manager about recommended software and hardware the Company should invest in
- Responsible for providing end user support
- Responsible for network backup integrity and recovery coordination along with disaster preparedness planning
- Must provide documentation of network systems, operational procedures, network topology and hardware inventory
- Responsible for software licensing tracking and purchasing

Position Requirements:
- 1-3 years LAN administration experience in Windows 2003/2008 65+ user multi-platform environment.
- Bachelor’s degree in Computer Science or Information Systems is a plus
- Ability to perform typical desktop, server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, DHCP and IIS support functions
- Must demonstrate knowledge in user administration, firewall and network configuration, Microsoft Office suite support, Windows OS, SQL Server, Backup Exec, Cisco switches, routers and IDS, Avaya/Nortel phone systems, VMware and Microsoft Hyper-V
- Knowledge and experience in connectivity and communications protocols essential
- Experience with cabling systems, switches and routers
- Excellent organizational and project management skills including ability to organize time and work on multiple tasks and follow through to completion of task or project
- Ability to create and write clear, complete documentation of systems and procedures
- Excellent analytical and problem-solving skills including high degree of attention to detail and accuracy
- Self-motivated and able to work independently or with a team

BUSINESS/MARKETING/RETAIL

VENDOR SPECIALIST – Softmart, Downingtown, PA  5/30

BASIC FUNCTION:
To facilitate the additional sales of assigned vendor products and programs to new and existing Softmart customers through sales activities, sales support, and the implementation of marketing programs. The Vendor Specialist will act as an informational resource on publisher products for all Softmart employees.

RESPONSIBILITIES:
• Act as a support resource for the vendor and Softmart sales forces in an effort to increase efficiency and accuracy of sales efforts conducted to new and existing Softmart customers.
• Establish and maintain relationships with Softmart Field Sales Reps and Publisher Field Sales Reps to identify and assist in closing mutual sales opportunities.
• Develop, organize and conduct product and position training to Softmart employees and Publisher employees.
• Develop, implement and support internal and external vendor marketing activities.
• Regularly organize and maintain vendor's Softmart Intranet section completely and accurately.
• Perform assigned daily Softmart purchasing activities for assigned vendor to assure accuracy and efficiency.
• Increase Softmart revenue through the direct sale of assigned vendor products to new and existing Softmart customers.
• Service customers through daily telephone contact with professionalism, efficiency and courtesy.
• Provide outbound call services on behalf of publisher, as a follow-up to direct mail campaigns, seminars, internal/external databases, product target markets, etc.
• Serve as a resource for inbound calls for publisher focused, Softmart direct marketing campaigns.
• Contact Softmart Sales Representatives for all new business being established on existing Softmart accounts.
• Maintain pipeline report, weekly report and all documentation to support business opportunities and all new sales.
• Monitor levels of participation in existing licensing programs to determine its effectiveness and customer commitment levels.
• Attend product training, seminars or trade shows when necessary.
• Interact with all pertinent departments to ensure quality service to customers.
• Develop and maintain a level of expertise in publisher products, license programs and policies in order to service the customer properly.
• Prioritize work so that all deadlines are met to the approval of the manager.

EXPERIENCE AND SKILL REQUIREMENTS:
• Sales and/or customer service experience preferred.
• Strong communication, organizational and problem solving skills.
• Ability to handle diverse duties in a fast paced environment.
• Microsoft office

EDUCATIONAL REQUIREMENTS:
BA/BS college degree or strong equivalent work experience in a related field or industry.

TRAINING:
• Would require New Hire Training.
• Would require additional OTJ (on the job) training regarding Softmart specific processes and procedures.
• Specific product training dictated by vendor/publisher.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periods throughout the day. Required to rely on the voice, telephone or e-mail for communication purposes. Working long hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required.

Interested candidates can apply via our website: https://careers-softmart.icims.com/jobs/intro?hashed=0

CUSTOMER SERVICE REPRESENTATIVE – Softmart, Downingtown, PA  5/30

RESPONSIBILITIES:
• Service customers through daily contact with professionalism, efficiency and courtesy.
• Provide pricing and availability of product requests for customers.
• Order entry and confirmation of mail and faxes.
• Inform customers of version changes and current product promotions.
• Receive and resolve all inquiries from customers and sales representatives.
• Educate customers of account requirements for order processing.
• Educate our customers regarding our web ordering, quoting and beneficial web offerings.
• Assist customers to navigate throughout our website.
• Counsel customers to ensure customers are buying “smart”.
• Support sales representatives with requests including: reports, pricing, orders and quotes.
• Maintain an updated knowledge of the publisher volume licensing programs to assist customers.
• Interact with all the pertinent departments to ensure problem resolution to all customer inquiries.
• Increase sales and margin dollars by actively “upselling” products while speaking to customers daily and during opportunity days.
• Ask relevant questions to ascertain what type of software customer needs.
• Attend publisher and system related trainings/certifications.
• Work within team MOB structure and team assignments.
• Provide customers with an initial 30 minute response to email requests.
• Adhere to corporate standard service level requirements.
• Any other duties assigned by Customer Service Manager/Director.
• Adhere to Softmart Credo.

Provide and maintain a high quality, knowledgeable and efficient support to our customers and sales representatives in developing new business relationships and maintaining existing customers. Work with the team toward team objectives and build customer satisfaction using appropriate Softmart strategies.

EXPERIENCE AND SKILL REQUIREMENTS:
• Strong communication, organizational and problem solving skills.
• Ability to handle diverse duties in a fast paced environment.
• Minimum of 1 year prior customer service or sales experience necessary.

EDUCATIONAL REQUIREMENTS:
High School Graduate or GED

TRAINING:
• Would require New Hire Training
• Would require additional OTJ (on the job) training regarding Softmart specific processes and procedures.
• Would require periodic publisher and system related trainings and/or certifications

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for short periods throughout the day. Required to rely on the voice, telephone or e-mail for communication purposes. Working long hours at the computer screen and/or on the telephone. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Primary set up of workstations has employees in adjoining cubicles. Specific individuals, depending on their job responsibilities, may require their own office.

Interested candidates can apply via our website:
https://careers-softmart.icims.com/jobs/intro?hashed=0

FINANCIAL SALES REPRESENTATIVE – Cheltenham, PA 5/30
If you are a motivated and competitive individual with an interest in building a rewarding financial services career with an industry leader, join the Springleaf Financial Services team! We are one of the nation’s largest and oldest consumer finance companies and we are looking for a full-time Financial Sales Representative to provide our clients with personal loans. From lead generation and sales presentations through the entire application and loan processing cycle, you will provide clients with expert guidance and advice for their consumer loan needs. You will also perform client follow-up and collection duties on past-due accounts.

You will receive comprehensive and structured on-the-job and Internet-based training in all aspects of lending, servicing and collecting in order to ensure your success with us. We also offer a variety of professional development options, including advancement to management positions. With over 90 years in the consumer lending business, Springleaf Financial is the perfect place for you to grow a great career for yourself. If this sounds like the kind of opportunity you’ve been waiting for, we want to talk with you!

For more information, visit:

DATA ENTRY – Oldcastle, Moorestown, NJ 5/30
We are currently looking for an individual who demonstrates a positive & enthusiastic attitude, works well independently and is team-oriented. Are you this individual? If so, Oldcastle BuildingEnvelope has an opportunity for you in our fast paced customer service department.ors, skylights and architectural glass.

Applicant must be able to correctly and accurately enter orders and handle archiving/ filing of sales paperwork. Ideal candidate will have a minimum of 1 year data entry and typing skills of 55 wpm or higher.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• Minimum typing skills- 45 wpm
• Must have good verbal and written communications skills.
• Strong organizational skills
• Self-motivated with the ability to work independently and prioritize work.
• Ability to read and perform mathematical calculations with fractions & decimals.
• Computer experience necessary.
• Expected to maintain strong teamwork and to support co-workers.

To find out more information, go here: http://tinyurl.com/o23ex6f

ATHLETICS COMMUNICATIONS / SPORTS INFORMATION SPECIALIST – Wilson College, Chambersburg, PA 5/30
This full-time 12-month position will coordinate the strategic dissemination of information about the College's intercollegiate athletic program to its many constituents. It will become the Athletic Communications staff role to ensure that the messages that emanate from the department reflect the mission of the institution and department, follow the institutional and departmental graphic template, communicate in the desired voice and tone, and represent the full breadth of the student-athlete experience at Wilson College. The responsibilities of the position will include but are not limited to:

Providing timely updates through the dissemination of news releases, campus newsletters, alumni newsletters and other publications; Website development, implementation and maintenance; Implementing a social media plan; Working
collaboratively with other administrative units; Implementing live stats for athletic events; Maintaining a comprehensive system for filing records and statistics for all sports; Overseeing the Reporting of all Statistics to the Appropriate Sport-Specific Organizations; Communicating all pre-event information with visiting team sports; and Performing all other sports information related duties.

Candidates should have a Bachelor’s Degree (Master's preferred) in a related field and 3 years' experience in intercollegiate athletics specific to sports information. Individual should have the ability to handle multiple tasks, an understanding of NCAA rules, strong interpersonal and communication skills, experience in stat-crew software and website maintenance and be willing to work a flexible schedule, including nights and weekends.

Start date is August 1, 2013. Applications will be accepted until June 15, 2013.

Send a letter of interest, a resume, three letters of reference and contact information to the contact below:

Lori Frey, Director
Intercollegiate Athletics
Wilson College
1015 Philadelphia Ave
Chambersburg, PA 17102
lfrey@wilson.edu

STAFF ACCOUNTANT – 5/30
The Staff Accountant will work with the North America accounting team to ensure all reports necessary to analyze and run the business are prepared accurately and on a timely basis. The position will interface with manufacturing, product development and sales and marketing. A limited amount of travel may be necessary. This position reports to the Manager of Accounting.

Responsibilities:
• Account analysis and reconciliation
• Journal entry preparation and entry
• Accounts payable and accounts receivable support
• Project accounting
• Fixed asset accounting
• Budget and forecasting support
• Other projects as assigned.

Education and Experience Required:
- Great attitude and ability to adapt to change
- Bachelor's degree in finance
- Intermediate Excel skill level
- 0 to 2 year’s experience

Please send resumes to Marilyn Anderson at marilyn_anderson@3isecurity.com or fax to 610-280-2077

FULL STACK RAILS DEVELOPER – Conshohocken, PA 5/30
The 21st Century Partnership for STEM Education ("21PSTEM") is a non-profit, regional leader in data-based analysis, program planning, innovative curricula and professional development involving science, technology, engineering, and mathematics education in K-12 and post-secondary institutions. We are located in Conshohocken, PA. We are seeking a Full-Stack Rails Developer to work on an educational web application being used in school districts in the US and Egypt. The ideal candidate will participate in training and/or customer support, troubleshoot client problems and contribute to the architecture and design of the software. The individual must be forward thinking, flexible and have the ability to work in a cross disciplinary team.

For more information, go to:

FIELD MANAGEMENT TRAINEE – Conway Freight, Hagerstown, PA 5/30
At Con-way, there are many opportunities to grow into a management position. One of the most notable is the Field Management Trainee (FMT) program. This is a 13 week entry level program designed to develop the skills necessary to run one of our service centers. You will shadow one or more of our operations managers in order to learn the business from someone who knows the job. You will graduate into a position of leadership and responsibility. As a FMT, you will learn how to manage the heartbeat of our operation by gaining a working understanding of sales, customer service, safety, profitability, efficiency and other facets of a logistics business. You will learn firsthand how to lead a team of professionals who all strive toward a common goal whether they work on the dock or drive our trucks. You
will teach and inspire by encouraging team members to grow their skills and become more efficient, effective and professional in their respective roles.

An understanding of how to run one of our service centers establishes a solid foundation of knowledge about Con-way which will prepare you for other opportunities where you can grow with the company.

To learn more about this listing, go here: http://tinyurl.com/pqty4du

**ACCOUNTANT** - American Water Works Service Company Inc, NJ  5/30

As directed: compiles and analyzes financial information; develops revenue/expense analyses, projects, reports, and presentations; or performs income and balance sheet statement, consolidated statement, and various other accounting statement and report preparation. (30%) Assists in: developing financial reports and records analysis, making recommendations relative to the accounting of reserves, assets and expenditures; or as assigned: creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. (30%) Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records; or coordinates 5 year planning and other business plan inputs. (20%) Coordinates accounting matters with other departments, locations and divisions; or assists in ensuring accuracy of business plans, financial statements and technical compliance in accordance with US GAAP and International Accounting Standards. (15%) Performs special projects on an assigned basis. (5%)

For more information, go to: http://tinyurl.com/psnx8mm

**STORE MANAGER** – Family Dollar, NJ (2 positions open)  5/30

As a Family Dollar Store Manager in Training you will be responsible for providing exceptional customer service while assisting the Training Manager in the daily operation of a retail store. Under the direction, training and observation of the Training Manager, the Store Manager in Training (SMIT) maintains inventories, store appearance and completes daily paperwork. The Store Manager in Training must be willing and able to accept a Store Manager position within the Market upon completion of the training.

Positions Available in these locations:
- Hamilton - http://tinyurl.com/phmh9sa
- Trenton - http://tinyurl.com/os9bbdw

**STORE MANAGER** – Starbucks, Philadelphia Area (3 positions open)  5/30

This could be just the place to start your career in retail management. As a Store Manager, your Starbucks store will be an important part of the local community. You’ll help your store partners make connections with the customers they see every day. You’ll lead your store's operations, staffing, customer satisfaction, product quality, financial performance and team development. Best of all, you'll help your team create a welcoming environment. Starbucks is consistently rated as a great place to work and the people here love what they do.

Positions Available in these locations:
- Philadelphia - http://tinyurl.com/q3zca2p
- Newtown, PA - http://tinyurl.com/npos2dd
- King of Prussia, PA - http://tinyurl.com/oysflgn

**MANUFACTURING AND PRODUCTION** – Oldcastle Building Products, Morrisville, PA

The successful candidate will be a working foreman able to work in a fast-paced, covered and uncovered sales/distribution facility & motivate others. Specific job tasks include:

- Organize product inventory and lead cycle counts throughout the year
- Transport material via forklift, loading and unloading trucks
- Clean warehouse/yard, keeping area free of debris and clutter
- Additional tasks as assigned

For more information, go here: http://tinyurl.com/p35s96k

**REAL ESTATE ASSISTANT** - Prudential, Fox, and Roach, Wayne, PA  5/23

Looking for an immediate assistant for a busy Real Estate office. Please send resumes and applications to: jack@aezen.com. Phone number: 610-622-1066
BANK TELLER – M&T Bank, Newark, DE  5/23
Serve as a proactive team member in the M&T Branch system. Tellers are the foundation of building customer loyalty through the "M&T Way". The "M&T Way" is defined as: Creating a memorable customer experience that will make customers want to come back and do business with the bank! Not leaving things to chance. Being the BEST! Tellers play an integral role in achieving branch goals. This is done by acknowledging each customer as they enter the branch, accurately processing a variety of financial transactions and balancing work daily, identifying and referring sales opportunities by uncovering financial needs and presenting all options to customers, and following up as needed. Tellers demonstrate the "M&T Way" with every customer engagement.
After successfully completing a new hire training program, Tellers will receive ongoing training that can transition them to higher-level positions.
To learn more about this job position, go to:  http://tinyurl.com/k28cryq

STORE MANAGER – Family Dollar, Bloomfield, NJ  5/23
As a Family Dollar Store Manager in Training you will be responsible for providing exceptional customer service while assisting the Training Manager in the daily operation of a retail store. Under the direction, training and observation of the Training Manager, the Store Manager in Training (SMIT) maintains inventories, store appearance and completes daily paperwork. The Store Manager in Training must be willing and able to accept a Store Manager position within the Market upon completion of the training.
To find out more, go here: https://familydollar.taleo.net/careersection/8/jobdetail.ftl?job=STO259823&lang=en&media_id=29639&src=States_Compliance

TECHINICAL MANAGER, RESEARCH – AICPA, Ewig, NJ  5/23
The American Institute of Certified Public Accountants is the national, professional association of CPAs, with approximately 350,000 members, including CPAs in business and industry, public practice, government, and education; student affiliates; and international associates. We set ethical standards for the profession and U.S. auditing standards for audits of private companies; federal, state and local governments; and non-profit organizations. We also develop and grade the Uniform CPA Examination.
To learn more, visit: http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=J3J3TD72GWQWSG536D3&siteid=cbindeed&ipath=EXIND

MANAGEMENT TRAINEE PROGRAM – Enterprise, Burlington/Camden Counties  5/23
Regardless of college major or professional experience, nearly 100% of our full-time employees start out in our Sales Management Training Program. This allows everyone to learn our business from the ground up and understand how they play a significant role in seeing it succeed.
As a Sales Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.
To find out more, go to:  https://us-erac.icims.com/jobs/76359/job?mode=job&iis=Indeed&iisn=Indeed.com

MANAGER, MARKETING AND COMMUNICATIONS – People’s Emergency Center, Philadelphia PA  5/23
The Manager, Marketing and Communications Manager will lead the development and execution of the strategic direction of PEC’s Community Development Corporation’s (CDC) efforts to increase the overall visibility of the neighborhoods the CDC serves, and to elevate its community development services. The Manager will be the strategist for maintaining, developing and implementing creative methods for promoting a strong public image for the neighborhood.
For more information regarding this posting, go to:  http://www.idealist.org/view/job/XbdTcWtsNzh4/

REGIONAL LIFE DIRECTOR – Prudential  5/23
for the Prudential Financial Services team! We are one of the nation's largest and oldest consumer finance companies and we are looking for a full-time Financial Sales Representative to provide our clients with personal loans. From lead generation and sales presentations through the entire application and loan processing cycle, you will

**COORDINATOR, PRODUCT MASTER DATA** – Radnor, PA  5/23
VWR International, LLC, headquartered in Radnor, Pennsylvania, is a global laboratory supply and distribution company with worldwide sales in excess of $4.1 billion in 2012. VWR enables the advancement of the world's most critical research through the distribution of a highly diversified product line to most of the world's top companies in the pharmaceutical, biotech, industrial, educational, governmental and healthcare industries. With 160 years of industry experience, VWR offers a well-established distribution network that reaches thousands of specialized labs and facilities spanning the globe. VWR has over 8,000 associates around the world working to streamline the way researchers across North America, Europe, and Asia stock and maintain their labs. In addition, VWR further supports its customers by providing onsite services, storeroom management, product procurement, supply chain systems integration and technical services. To find out more and to apply, go here: [http://ch.tbe.taleo.net/CH05/ats/careers/requisition.jsp?org=VWR&cws=12&rid=6362](http://ch.tbe.taleo.net/CH05/ats/careers/requisition.jsp?org=VWR&cws=12&rid=6362)

**EVENTS COORDINATION AND OUTREACH (ECO) COORDINATOR** – BPSOS, Philadelphia, PA  5/23
BPSOS-Delaware Valley seeks a highly motivated, enthusiastic and responsible individual to join us as our AmericorpVISTA EVENTS COORDINATION AND OUTREACH (ECO) COORDINATOR. This position will be based out of our Philadelphia office in the BPSOS-Delaware Valley Branch.
BPSOS-Delaware Valley is the local, community-based branch office of a national Vietnamese-American non-profit organization with a 32-year track record of service. To properly serve the Philadelphia and South Jersey Vietnamese communities, we have two offices—one located in South Philadelphia and one in Pennsauken, New Jersey. Our Philadelphia office, which opened in 2001, responds to the needs of more than 14,000 Vietnamese-Americans in Philadelphia. Our mission is to empower, organize, and equip Vietnamese individuals and communities in their search for liberty and dignity. We strengthen and build the local Philadelphia underserved community through direct services, advocacy, leadership development and organizing. Our three primary areas of focus are: Civic Engagement, Youth Development and Organizing, and Health Promotion and Advocacy.
VISTAS will strengthen and deepen the reach of our youth, health, and civic programs through a) increasing our capacity to report on our accomplishments in the Vietnamese ethnic media, social media, b) recruiting, orienting and training volunteers for the organization's programs to increase our capacity, reach, and ability to serve our community, c) support in organizing community outreach events, such as our hallmark events.
To learn more, go to: [http://www.ideal.org/view/job/7dtFmFdbB3p/](http://www.ideal.org/view/job/7dtFmFdbB3p/)

**SPECIAL EVENTS MANAGER** – Summit, Philadelphia, PA  5/16
SUMMIT is a premier marketing company in PHILADELPHIA. Right now, we are looking to bring on 5 marketing and event based individuals to jump-start our events division. We are looking for the right people to take on leadership roles in the expansion and growth of this division. The right candidate will be self-motivated, have natural leadership abilities, and be career-oriented. [http://summitretailsolutionsinc.com/](http://summitretailsolutionsinc.com/)


**FINANCIAL SALES REPRESENTATIVE – CONSUMER LOAN OFFICER (FINANCE)** – Springleaf Financial Services, East Norriton, PA  5/16
If you are a motivated and competitive individual with an interest in building a rewarding financial services career with an industry leader, join the Springleaf Financial Services team! We are one of the nations largest and oldest consumer finance companies and we are looking for a full-time Financial Sales Representative to provide our clients with personal loans. From lead generation and sales presentations through the entire application and loan processing cycle, you will
provide clients with expert guidance and advice for their consumer loan needs. You will also perform client follow-up and collection duties on past-due accounts.

You will receive comprehensive and structured on-the-job and Internet-based training in all aspects of lending, servicing and collecting in order to ensure your success with us. We also offer a variety of professional development options, including advancement to management positions. With over 90 years in the consumer lending business, Springleaf Financial is the perfect place for you to grow a great career for yourself. If this sounds like the kind of opportunity you've been waiting for, we want to talk with you!


HVAC SERVICE SALES POSITIONS – 5/16
This is a great opportunity for someone that has prior work experience in building services, facilities services, or construction. If you are looking for a long-term opportunity with a reputable, established organization, please read below. This is a new business development position covering the Central Pennsylvania area. Requires the salesperson to generate leads from current clients, cold-calling into new organizations, and networking in industry groups. The salesperson will manage the entire sales process from inception to close, working with various colleagues in a team approach to optimize each opportunity for the highest potential of converting to revenue.

To learn more, visit: www.grsponaugle.com

OFFICE MANAGER – Conway Freight, Hagerstown, PA 5/16
This position is responsible for assisting in the management of operations on a daily basis and provide internal and external customer service support.

Description of Essential Job Functions:
* Manage the maintenance of the service center facility
* Ensure compliance with security, safety and emergency preparedness
* Manage the security system
* Manage the office services and front desk operations
* Manage outside vendors and purchases
* Co-ordinate company events
* Produce the monthly phone report
* Work with the property management company on lease and common area maintenance issues
* Conduct training
* Manage the administrative budget
* Manage the maintenance and operations of office equipment
* Prompt, daily attendance at assigned work location

For more information, visit: http://tinyurl.com/dxd78ly

ASSISTANT STORE DIRECTOR – ACME, Montgomery/Chester Country, PA 5/16
The Assistant Store Director’s purpose is to: manage the store in the absence of the Store Director, organize and direct store activities to ensure total store sales, profit and expense goals, directly manage the Grocery, Drug and Fresh Departments.

For more information about this position, go here: https://supervalu.taleo.net/careersection/albertsonsllc/jobdetail.ftl?job=16504&lang=en&media_id=32229&src=States_Compliance

CHARGEBACK ANALYST - 5/16 ConvaTec offers the chance to work with passionate individuals who are committed to making a difference for so many people throughout the world. With a robust portfolio of Ostomy Care, Wound Therapeutics, and Continence and Critical Care products, ConvaTec offers a global work culture of innovation, inspiration and collaboration. The Chargeback Analyst will utilize appropriate analytic techniques to analyze distributor data, investigate the root causes of chargeback differences, and determine appropriate resolutions for all discrepancies and disputes.

If you would like to learn more about this job, go here: http://tinyurl.com/cfrs8ne

ADMINISTRATIVE ASSISTANT – Liberty Mutual, Lawrenceville, NJ 5/16
We believe strongly that commercial success can be achieved in a manner consistent with principles and ideals that bind us together as one company, that set us apart from our competitors, and that in the end will allow us to say we have
succeeded commercially by doing the right thing the right way. We believe that the Company’s success is inextricably linked to our employees’ satisfaction and success: satisfaction that they work for an industry leader committed to improving safety, satisfaction that they work for a company that does the right thing, and satisfaction that the company will reward them for their contributions and provide opportunities for personal growth and success. We believe our employees take pride in knowing that they help people live safer more secure lives everyday.
For more information, go here: https://lmig.taleo.net/careersection/lmigcorp/jobdetail.ftl?job=41527&lang=en&media_id=21782&src=States_Compliance

ASSISTANT PLANT MANAGER – Oldcastle Precast 5/16
Will report directly to the plant manager; will also assist the Plant Manager in supervising the daily operation of the plant and ensure all employees strive to meet the standards set forth by the company for Safety, Quality, Efficiency, Preventative Maintenance, and Housekeeping. Job duties will include but are not limited to:

- Work with Plant Manager to schedule daily production, and oversee production on shop floor, ensuring the necessary resources (parts, supplies, tools, and equipment) are provided for efficient and effective production.
- Assist Plant Manager in developing and implementing continuous process improvements on the shop floor, specifically related to efficiency, safety, and housekeeping (5S).
- Implement and conduct training for new safe work procedures, new process reviews, safety training meetings, BB5O program, and monthly safety committee meetings. Log all safety requirements on the web sites and review at the weekly and Monthly conference calls. Attend the morning huddles and mid-day meetings.
- Assist in inventory counts; periodic cycle counts, and annual year end counts, including entry of items, quantity counts, and reconciling variances
- Assist Maintenance, Provide guidance to employees, Order parts and schedule repairs around production as needed, maintain scheduled and recorded preventive maintenance on all equipment, oversee tasks on the action item log.
- Quality Control, Oversees QC employee’s and help guide daily routines, Schedule tasks and assign times for completion.
- Yard, Oversees employees loading and yarding and adjust to the situations as they occur, Maintain organization of the yard according to the yard plan. Understand where product is stored and what it is. Work as a liaison between dispatch and loaders.
- Create and maintain a synergy with everyone at the plant.

Visit this website for more information: https://performancemanager4.successfactors.com/career?company=CRH&career_job_req_id=21554&career_ns=job_listing&jobPipeline=States_Compliance

BUSINESS ADMINISTRATOR – Used Truck Center, Navistar, PA 5/16
This position supports the Used Truck Center Business Manager in the accurate and timely recording of data into the ledgers of the company in connection with sales, inventory, revenue recognition, SG&A expenses and all other accounting and reporting functions that pertain to a Used Truck Center.
For more information, go to this website: https://jobs-internationaltruck.icims.com/jobs/17858/job

BANK TELLER – M&T Bank, New Castle, DE 5/16
Serve as a proactive team member in the M&T Branch system. Tellers are the foundation of building customer loyalty through the "M&T Way". The "M&T Way" is defined as: Creating a memorable customer experience that will make customers want to come back and do business with the bank! Not leaving things to chance. Being the BEST! Tellers play an integral role in achieving branch goals. This is done by acknowledging each customer as they enter the branch, accurately processing a variety of financial transactions and balancing work daily, identifying and referring sales opportunities by uncovering financial needs and presenting all options to customers, and following up as needed. Tellers demonstrate the "M&T Way" with every customer engagement. After successfully completing a new hire training program, Tellers will receive ongoing training that can transition them to higher-level positions.
**DISTRIBUTION ACCOUNT MANAGER** – M&T Bank, Wilmington, DE 5/16

Job Summary: To open, distribute and or distribute all accounts in Wealth Advisory Services in accordance with policies, procedures, and practices and state and federal fiduciary statues in order to reduce the Bank's exposure to liability.

For more information, go here: [https://mtb.taleo.net/careersection/mtbcareersection_corporate/jobdetail.ftl?job=3CN8W&lang=en&media_id=23616&src=States_Compliance](https://mtb.taleo.net/careersection/mtbcareersection_corporate/jobdetail.ftl?job=3CN8W&lang=en&media_id=23616&src=States_Compliance)

**INSIDE SALES MANAGER** – Mars Drinks North America 5/16

The role of the Inside Sales Manager (ISM) is to provide support to Mars Drinks North America Regional distributors in order to dramatically increase product sales and education for our tier 3 distributors across the US. The ISM will also be tasked to improve productivity and throughput with existing distributors through phone- and web-based training and education. Programs should align with the company's strategic direction and will include increasing Mars Drinks market share penetration by focusing on finding new business, deeper penetration of existing accounts, business-to-business sales training and Mars Drinks product knowledge training. The ISM will also be a key source of consumer and competitive market information that will help drive the development of sales and marketing programs and new products.

If interested, go here for more information: [https://mars.taleo.net/careersection/10000/jobdetail.ftl?job=PHI00037&lang=en&media_id=21784&src=States_Compliance](https://mars.taleo.net/careersection/10000/jobdetail.ftl?job=PHI00037&lang=en&media_id=21784&src=States_Compliance)

**DATA ANALYSIS ASSOCIATE** – Prudential 5/16

Responsible for conducting, processing, and assisting in the completion of analysis projects; such as quality assurance reviews, analyzing business performance or experience or other indicative data, production of standardized reports and creation of customized reports. Participates in planning, preparing, analyzing and documenting of scheduled and/or ad-hoc data requests. Duties and tasks reflect substantial variety and complexity. Works under supervision of more senior staff. Requires data analysis experience and advanced Excel skills for manipulation and analyzing data. Entry level position.

For more information, visit this website: [https://pru.taleo.net/careersection/2/jobdetail.ftl?job=LTC0003Y&lang=en&media_id=21792&src=States_Compliance](https://pru.taleo.net/careersection/2/jobdetail.ftl?job=LTC0003Y&lang=en&media_id=21792&src=States_Compliance)

**SALES REPRESENTATIVE** – Liberty Mutual Insurance, Blue Bell, PA 5/16

As a Liberty Mutual Insurance Personal Markets Sales Representative you will build and develop client relationships within local communities to promote Liberty Mutual Insurance products including Auto, Home and Life Insurance. We will support you by providing guidance from experienced Sales professionals, training, and sponsoring licensing exams. You can leverage our relationships with over 10,800 Affinity Groups target customers. As your client base grows, your earning potential does as well through a combination of guaranteed base salary and earned commission. Average first year earnings are $65,000 - base salary plus uncapped commission and bonus structure.

For more information, go to: [https://lmig.taleo.net/careersection/lmigcorp/jobdetail.ftl?job=41507&lang=en&media_id=21782&src=States_Compliance](https://lmig.taleo.net/careersection/lmigcorp/jobdetail.ftl?job=41507&lang=en&media_id=21782&src=States_Compliance)

Offering jobs in these locations:

**PRODUCT/WEB MARKETER** – Progressive Business Publications 5/16

We are looking for driven, creative, analytical marketers to help grow our business through online and email marketing. Our Marketing professionals are involved in all aspects of our myriad divisions including: E-mail marketing, Website planning and marketing, product launches, marketing strategy development, as well as campaign deployment, testing and analysis.
For more information, go here: http://www.pbemployment.com/job-opportunities/web-marketer/

**EDITOR** – Progressive Business Publications 5/16
We have exciting growth opportunities for entry level editorial candidates possessing a minimum of one or two years of writing experience, which may have been gained in college. Many of our editors came to PBP from daily newspapers, community weeklies and both trade and consumer magazines.
For more information, go here: http://www.pbemployment.com/job-opportunities/editorial-entry-level/

**FIELD ADMISSIONS REPRESENTATIVE** – Universal Technical Institute. Montgomery County, PA
UTI’s Field Admissions Representatives play an important role by getting students in the classroom and starting them on their journey of reaching their career dreams. Working within a designated geographical territory, a Field Admissions Representative will conduct career presentations in high schools, network with teachers and counselors, provide in-home interviews with families of prospective students, and more - all in an effort to find passionate, motivated students who have a desire to learn and develop their skills in one of our training facilities. The ideal candidate for this position will have a customer focused, extroverted style that can enliven, engage, motivate and positively impact individuals. One should enjoy making connections and communicating with people while proactively establishing relationships as well as following established guidelines and procedures. One must also work independently in a fast paced and results oriented environment while prioritizing their schedules to maximize time.
To see a full description, go here: http://tinyurl.com/d2893sx

**EDUCATION**

**ADMISSIONS COUNSELOR** – Juniata College, Huntingdon, PA 5/30
Juniata College currently seeks a high energy, motivated professional for the position of Admission Counselor to begin in late June. The position is responsible for the recruitment of students from a specific region of the country. The position also includes networking with alumni, guidance counselors, independent counselors, students and their families. It involves the development of recruitment strategies focusing on meeting the College’s goal of achieving a diverse student population.
Qualifications include a bachelor's degree. Strong skills in technology, interpersonal communications, market planning and analysis are required. One to three years work experience in higher education preferred; undergraduate admissions or volunteer work or similar experience in industry or non-profit a plus.
Juniata College takes positive steps to enhance diversity in both its community and its curriculum. The College commits to this policy not because of legal obligations but because it fully believes that such practices are basic to human dignity. It is the policy of Juniata College to conduct background checks.
To apply for this position, please complete our online application at http://www.juniata.edu/services/hresources/openings.html.

**HIGH SCHOOL MUSIC TEACHER** – KIPP, Philadelphia, PA 5/30
KIPP DuBois Collegiate Academy (KDCA), a college preparatory, open-enrollment public charter high school, opened with 108 new ninth graders in August of 2010 and has continued to grow one grade level each year. This coming school year, at full capacity, KDCA will serve 520 children in grades nine through twelve. Students and their families choose to attend KIPP from 8:00 am to 5:00 pm during the week, for four hours on Saturdays and for one month during the summer in preparation for college. In 2014, the founding class of KIPP DuBois Collegiate Academy will graduate high school with the knowledge, skills and character necessary to succeed in college and in life.
KPS is seeking an exceptional music teacher to join the team at KIPP DuBois Collegiate Academy for the 2013-2014 school year.
To learn more about this job posting, go here: http://www.idealist.org/view/job/XgJffhgPjHmD/

**ASSISTANT MANAGER** – GreatPhillySchools, Philadelphia, PA 5/30
Join a fast-growing, mission-driven education nonprofit and help lead our effort to make it easier for parents and families to become actively engaged in their children's education. Launched in 2012, GreatPhillySchools is a website and series of school-directory publications providing information on more than 400 schools located in the city of Philadelphia. Our team works on two parallel priorities: expanding and improving the quality of information provided for each school, and increasing distribution and access so more families can use the site as a resource to support their children's education. The Philadelphia School Partnership is a fast-growing nonprofit focused on expanding the number of great schools-traditional public, public charter and nonpublic-in the city, and on creating the conditions that enable great schools to
grow and thrive. PSP is halfway toward raising a $100 million "Great Schools Fund" to power this mission. We are driven by our belief that every student in every neighborhood needs access to a great school.
For more information, visit: http://www.idealist.org/view/job/s3225djinDx74/

COORDINATOR OF REFLECTION – Emory & Henry College, Emory, VA 5/30
A full-time, 12-month staff position, the Bonner Scholars Coordinator/Coordinator of Reflection reports to the Director of Emory & Henry College’s Bonner Scholars Program/Appalachian Center for Community Service. Oversees the daily administration, policy, and implementation of the Bonner Scholars Program, a service-based, four-year scholarship for eighty undergraduate students. As Coordinator of Reflection, this position will be responsible for planning and implementing a curriculumwide, program-wide reflection component, linking service with education throughout the service programming at Emory & Henry College. The successful applicant will be a full-time member of the staff of the Appalachian Center with general responsibilities to be engaged in the Center’s work. Other responsibilities may be assigned by the director. Skills required: Excellent oral and written communication skills; demonstrated ability to work effectively with students, faculty, administrators, and community organizations; demonstrated organizational skills; familiarity with office computer software and web-based reporting and data systems; familiarity with participatory models of reflection and learning. Desired qualifications: Experience in working with low-income students and students of color; broad knowledge of reflection strategies and theories, and knowledge of service programming, student leadership development, educational strategies building on effective reflection processes, and student advising. Some night and weekend work required. Employment begins July 1, 2013. Submit a brief statement of philosophy of linking education with service through reflection, an application letter, a resume, and the names, addresses, and phone numbers of three references to The Office of Human Resources, Emory & Henry College, P.O. Box 947, Emory, VA 24327. Review of applications will begin immediately and continue until the position is filled. Emory & Henry College is an Equal Employment Opportunity Employer, supports excellence through diversity, and encourages applications from members of underrepresented groups.
Anyone interested in this position, please contact Dr. Tal Stanley, Director of the Appalachian Center for Community Service at tastanle@ehc.edu or 276-944-6817. More detailed position description upon request.

ENROLLMENT COUNSELOR – Eastern University, St. David’s, PA 5/30
Eastern University, a university of the liberal arts and sciences located in St. Davids, Pennsylvania, invites applications for the position as the Enrollment Counselor. The Enrollment Counselor, reporting to the Assistant Director of Enrollment, is responsible for the recruitment of students into Eastern University’s Campolo College of Graduate and Professional Studies. The Enrollment Counselor is representative of all CCGPS programs and departments. As such, he/she is responsible to develop and implement a communication strategy that provides the highest level of customer service to potential and enrolled students. In doing so, he/she will provide answers to programmatic questions, school policy information, and financial aid nuances. All information will be captured through use of internal database systems (Jenzabar/Nolij/CRM). Finally, the Enrollment Counselor will ensure a smooth transition from the applied to enrolled student status, and maintain helpful communication throughout the student lifecycle.
Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. Applicants should have a religious commitment compatible with its mission. The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.
For more information, go to: http://www.indeed.com/viewjob?jk=9ffde15277d9d251&q=non+profit&l=Philadelphia+County,+PA&tk=17rib7koa06ag47r&from=jarecjobs&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

COMPUTER/DESIGN TEACHING ASSISTANT – Philadelphia, PA 5/30
12-month AmeriCorps Member (August 5, 2013 to August 1, 2014) position at YouthBuild Philadelphia Charter School, an alternative 12th-Grade-only, diploma-granting high school for former high-school dropouts ages 18 to 21. To find out more, go to: http://www.idealist.org/view/job/f6kGwjmn7nH4/

ENROLLMENT MANAGEMENT COUNSELOR, FINANCIAL AID – Arcadia University 5/23
This position will be involved in the recruitment, retention, and financial aid processing of undergraduate and graduate students. First and foremost, this individual will work with another staff member to oversee all aspects of the financial aid process for the University’s graduate student population, including: financial aid counseling, outreach initiatives, scholarship coordination, loan processing and interaction with academic departments involved in recruitment and retention of graduate students. The Enrollment Management Counselor will also interview and recruit both undergraduate and graduate students. Duties will include: presenting to audiences of prospective students and families, conducting high
school visits, attending high school and graduate/college fairs and participating in all on-campus recruiting events. Some weekend days will be required. Additionally, assistance with undergraduate/graduate call campaigns and other outreach will be required. Working with a great variety of duties and populations, the individual must be knowledgeable about all undergraduate and graduate programs the University offers, full-time and part-time. Additionally, the individual will serve as the Scholarship Coordinator within Enrollment Management, managing the review, entry and scholarship notification process. The counselor will, in general, contribute to the planning and execution of Enrollment Management recruitment and retention efforts.

1. Process approximately 50% of graduate student financial aid (scholarships and loans)
2. Track and provide graduate financial aid data and serve as one of two primary financial aid contacts for the graduate students. Assist in recruitment, interviewing and selection of undergraduate and graduate students
3. Carry out high school visits, college fairs and attend all on-campus recruiting events for undergraduate and graduate students
4. Counsel undergraduate and graduate students, and parents, in the financial aid process
5. Participate in admissions and financial aid telephone outreach campaigns
6. Serve as undergraduate and graduate Scholarship Coordinator
7. Other duties as assigned by the Executive Director Federal Aid Programs and Financial Aid Systems or the Vice President for Enrollment Management

For more information, visit this website: https://arcadia.peopleadmin.com/postings/262

ADMIN, STUDENT AFFAIRS AND SERVICES – Temple University, Philadelphia, PA 5/23

The incumbent manages the Health Science Center (HSC) Recreation Center and intramural sport programs in the Student Faculty Center (SFC). The incumbent is also responsible for the development and implementation of all relevant HSC student programs and advisement of the HSC Allocation Board and 75 student organizations. In addition, the incumbent develops, implements and evaluates all HSC Recreation Center operations, policies, procedures and services. Supervises student staff providing input into recruitment, training practices, and evaluation. Moreover, the incumbent is responsible for all marketing and social media for the HSC Recreation Center and HSC student programming. Furthermore, the incumbent is responsible for the regular inspection and maintenance of equipment, maintains equipment service records, initiates requests for repairs and improvements, assists in risk management and safety evaluations of facilities, assists in the coordination and monitoring of recreation facility renovation/construction projects, and coordinates specialized training in the use of equipment. The incumbent will provide budget management of the HSC Recreation Center, Student Activities and Student Organizations and reconciles daily cash operations. Performs other duties as assigned.

Required Education and Experience:
Bachelor’s degree (in recreation, physical education, student affairs or related field) minimum two years directly related experience within Recreation Services or Student Organization Advisement. An equivalent combination of education and experience may be considered.

Required Skills and Abilities:

• Must be familiar with the use of personal computer, Window/Office software and fitness equipment.
• Demonstrated supervisory experience.
• Demonstrated program/event planning experience.
• Demonstrated organizational, communication and writing skills.
• Ability to advise and guide various student organizations.
• Demonstrated ability to handle and prioritize diverse tasks in a fast paced environment.
• Excellent interpersonal experience with people of all constituent groups.
• Ability to work independently as well as in groups.
• Ability to work nights/weekends/early mornings.
• Ability to lift, carry and move a minimum of 50lbs.

Please visit our website at www.temple.edu, scroll to the bottom of the page and click on Careers @ Temple. Please reference TU-16642. AA, EOE, m/f/d/v.

Contact: Human Resources Department
Temple University
COMPUTER/TECHNOLOGY SUPPORT — Ephrata, PA  5/23
Hinkletown Mennonite School, Ephrata, PA is accepting applications for a part-time technology support person who will also teach some classes beginning with the 2013-2014 school year. Teaching certification preferred and additional teaching assignments negotiable. Successful candidates will share a passion for working with elementary and middle school students, represent an Anabaptist/Christian perspective, and collaborate well with others. Persons of underrepresented racial/ethnic groups are encouraged to apply. Send cover letter and resume to Dawn Landes, Administrator, dlandes@hmsk8.org. Web site: http://www.hmsk8.org/Employment.

MIDDLE SCHOOL SCIENCE TEACHER — Ephrata, PA  5/23
Hinkletown Mennonite School, Ephrata, PA is accepting applications for a science teacher beginning with the 2013-2014 school year. Teaching certification required. Successful candidates will share a passion for working with middle school students, teach from an Anabaptist/Christian perspective, and collaborate well with others. Persons of underrepresented racial/ethnic groups are encouraged to apply. Send cover letter and resume to Dawn Landes, Administrator, dlandes@hmsk8.org. Web site: http://www.hmsk8.org/Employment.

TEACHERS NEEDED — Olney Christian School, Philadelphia, PA  5/23
We are seeking to hire teachers for our second and third grade classrooms for next school year. We had posted job openings at Eastern last year and I was hoping we would be able to post gain this year. Below is a description of the type of teacher we are looking for and the credentials they will need:

Olney Christian School is looking for a teacher who...

1. is motivated by our vision: “To equip students in our Philadelphia neighborhoods for life by educating their minds, nurturing their hearts and preparing their hands with practical life skills”.

2. wants to serve children growing up in an urban setting

3. will be a good role model for our students especially in terms of Christian character.

4. can organize and deliver instruction effectively

5. is committed to growing professionally

6. is able to build and maintain cooperative relationships with parents

7. can extend our extracurricular and specials offering

Olney Christian School requires that teachers have the following credentials:

1. The teacher affirms that they are a born-again Christian, are actively involved in a church body and agree with the Olney Christian School statement of faith and philosophy of education as described in the teacher application.

2. The teacher has experience with children who live in an urban setting.

3. The teacher holds a BA or MA in Education or BA or MA in another field with experience and training in teaching. If the teacher does not currently hold PA certification, they agree to pursue obtaining certification. Interested applicants should email their applications to Lisa Kuzma at olneychristian@gmail.com

YOUTH DEVELOPMENT AND PARTNERSHIPS DIRECTOR — 5/16 The Agatston Urban Nutrition Initiative (UNI) is a major component of the University-Assisted Community Schools (UACS) program of the Netter Center for Community Partnerships (NCCP) at the University of Pennsylvania. UNI's Youth Development and Partnerships Director is a core member of UNI’s leadership team. UNI's mission is to engage, educate, and empower youth, university students, and community members to build a just and sustainable food system. UNI organizes school day, after school, and summer learning opportunities for more than 10,000 students and their families at 20 public schools in Philadelphia. In addition, UNI offers healthy cooking classes and gardening workshops for adults and seniors. UNI's approach to community health
improvement focuses on nutrition education, youth empowerment, food sovereignty, social justice, and physical fitness. UNI is seeking a dynamic, collaborative Youth Development & Partnerships Director to increase the organization's capacity to implement and replicate the Youth Development (YD) program model. The program believes that empowering young people as agents of change in their community will not only lead to an improved food system, but also improve their health, self-efficacy and ability to solve personal and societal problems.

UNI's Youth Development Program provides paid internships in nutrition education and urban agriculture to one hundred and fifty West Philadelphia teenagers annually. UNI empowers teen interns to explore and identify solutions to health disparities, promote healthy lifestyles and build a just and sustainable food system. By teaching healthy cooking classes, tending school gardens, and operating local farmer's markets, AUNI interns increase access to local, organic, affordable, nutritious, and culturally-relevant food; create tools to build food sovereignty; provide a space to deepen our relationship to the land, our food and each other; and improve community health while developing academic, critical thinking and job skills. The Director is responsible for providing overall leadership and vision for the YD program model and ensuring it is implemented with fidelity.

To learn more, go to: http://www.idealist.org/view/job/W22wn3wdzXNp/

EVALUATION SPECIALIST – Philadelphia, PA 5/16
The Health Federation of Philadelphia received funding from the Children’s Bureau to develop and lead a collaborative effort involving the City of Philadelphia Departments of Human Services and Behavioral Health and the Family Division of the Philadelphia Court.

The purpose of the Regional Partnership is to increase child, parent and family-well-being for children birth to five who are in out-of-home placement and affected by parental substance use. The project will test the efficacy of integrating Child-Parent Psychotherapy, an evidence and relationship based treatment model, with a unique “one-stop-shopping” program, the Achieving Reunification Center. Additionally, the project will work to improve the overall system of services for young children affected by parental substance abuse by strengthening existing partnerships and interagency collaborations and expanding cross-system training.

The Evaluation Specialist will be responsible for recruiting participants, administering required measures, data entry and input and support for reporting requirements to the local and national evaluations.


SPECIAL EDUCATION TEACHER (AUTISTIC SUPPORT) – Great Valley School District 5/16
Please send a letter of interest, resume, three written letters of reference, Pennsylvania school psychologist certificate, transcripts, Act 34 (Request for Criminal Record Check), Act 151 (Pennsylvania Child Abuse History Clearance), Act 114 (FBI Clearance), and Act 24 (PDE 6004 FBI Clearance Form) to:
Great Valley School District
47 Church Road
Malvern, PA 19355
ATTN: Dr. Robin Koslo-Stahl
DEADLINE TO APPLY: May 30th

ENROLLMENT MANAGEMENT SPECIALISTS – Cheyney University of Pennsylvania, Cheyney, PA 5/16
The Enrollment Management Specialist (EMS) performs multiple program support activities in a one stop shop format to facilitate the strategic marketing, recruitment, enrollment and retention of students. The critical function of this assignment is to manage the leads which would maximize the enrollment at Cheyney University of Pa and support the daily workflow of the enrollment management process. The incumbent will perform professional level work that is non-instructional and administrative in nature at the Cheyney University Main Campus and Center City locations. The EMS will be a first point of contact, a guide and advocate for a diverse population of prospective and current students navigating Cheyney University’s enrollment process from matriculation to successful graduation. Target recruitment assignments will include STEM, adult learners, underrepresented groups, international students, transfer students and Keystone Honor students. This position is classified as a SUA 3 based on the collective bargaining agreement between the Pennsylvania State System of Higher Education (PASSHE) and the State College and University Professional Association (SCUPA).

Application Deadline is May 31, 2013.
For more information, please visit: http://www.indeed.com/viewjob?jk=c45d1b95e48b6e6d&q=human+services+program+specialist&l=Philadelphia,+PA&tk
ASSISTANT DIRECTOR – Riverview Christian Early Learning Center, Reading, PA 5/16
Responsibilities include: Oversee and Create Weekly Schedule, Handle Invoicing, Manage Payroll System, Assist Director as Needed, File-Keeping, Help Handle Behavioral Issues with Children, Parent Concerns, and Staff Concerns—Work with Director in dreaming, planning, and implementing vision of school.
To apply, email Jordan Weidler at jordanweidler@gmail.com

ADMISSIONS COUNSELOR – York College of Pennsylvania 5/16
The Admissions Counselor is a member of the admissions team primarily responsible for implementing and participating in undergraduate student recruitment.
For more information, visit: http://www.ycp.edu/offices-and-services/human-resources/employment-opportunities/administrator-opportunities/

MINISTRY
MISIONARY OF PURITY – Sharon, PA 5/23
Job Description: Pregnancy Services of Western Pennsylvania (PSWPA) and Missionaries of Purity (MOP) will hire and certify a qualified, committed, college-age individual who will present the statistically proven WAIT Training curriculum to youth in Mercer County, inspiring and educating youth to save the gift of sex until marriage. The Missionary will present WAIT Training in school health classes, church youth groups and after-school programs. A missionary will facilitate PSWPA & MOP fundraising projects, and do servant-related tasks for both organizations.

In addition to a base salary and mileage compensation, a missionary receives free housing with a host family, and will be trained on how to personally fundraise.

Salary: $17,400
Type of Job: Full Time
Job Location: Sharon, Pennsylvania
Job Requirements: Degrees Wanted: Bachelors or equivalent. Undergraduates welcome to apply
Majors Wanted: Any Major
Special Skills Wanted: Ability to deliver effective sexual purity presentations
Minimum GPA: 2.6

Other Job Requirements: The ideal candidate is personally committed to practicing purity, possesses the desire to spread the purity message as good news, will not cause scandal, is equipped with in-depth knowledge of Sacred Scripture, has a deep understanding and appreciation for the benefit of saving the gift of sex until marriage, has computer/technology skills, good communication skills geared to both individuals and groups, is prayerful, punctual, and possesses good etiquette. The candidate must be able to devote at least ten months to serve as a Missionary of Purity, can live on the stipend offered, can relocate, and can dedicate a minimum of a 145 hours per month to this work (95 hours per month or more to schedule & present purity presentations/50 hours maximum per month to raise funds & perform servant-related tasks for PSWPA & MOP). The candidate is willing to receive professional fundraising training and coaching by MOP, with a portion of their raised funds going to Missionaries of Purity with the remainder retained by the missionary, as added income to his / her base pay. MOP Missionary will adhere to terms of the, “Missionaries of Purity agreement with the Missionary.” The candidate is willing to teach the WAIT Training curriculum.

To learn more about WAIT Training please visit: http://www.myrelationshipcenter.org/WAIT%20Training

If your heart is on fire for this work, we encourage you to apply!
Company Descriptions: Pregnancy Services of Western Pennsylvania provides Christian love and life affirming services to those individuals in the Shenango Valley and surrounding areas facing issues relating to sexual activity for the purpose of providing support and information, making informed choices and to save lives. Missionaries of Purity seeks to inspire and educate youth to save the gift of sex until marriage, by assisting partners in establishing self-sustaining missionary positions that present healthy relationship education and raise funds for partners. We provide training and coaching to these ends, while bolstering our partners' overall fundraising capabilities.

Equal Opportunity Employer: Yes
Application Instructions: To obtain an application, please send an email request, with "MissionaryCandidate" in the subject heading, to missionariesofpurity@gmail.com.

DIRECTOR OF YOUTH AND YOUNG ADULTS MINISTRY – First United Methodist Church, Morristown, TN 5/23
**Spiritual Leadership:**
- The expectation of this person is to take the initiative in reaching out to youth to develop healthy and wholesome Christian relationships.
- This person is expected to be able to disciple persons, particularly youth, into a daily walk with Jesus Christ.

**Main Position Responsibilities:**
- Oversee the coordination of all ministries for youth (grades 6-12) of the church
- Recruit, train and support volunteer adult leadership for the total youth ministry program
- Oversee all youth and young adult curriculum
- Provide leadership and guidance for coordinators, counselors and youth in planning all youth activities, including service projects, mission trips, fundraising, small groups, etc.
- Be available and accessible to the youth and be where they are
- Oversee worship for youth, the Youth Praise Band and a Youth Intern, when available
- Oversee a team focused on a ministry with young adults (ages 18-25)
- Prepare and manage the youth budget

Detailed job description available upon request.

**Education:** College degree related to youth ministry preferred

**Experience:** Working with youth programs and ministries

**Salary commensurate with education and experience. This is a full-time position.**

Send resume and Letter of Introduction to:
First United Methodist Church
Attention: Staff Parish
101 E. 1st North St.
Morristown, TN 37814
Phone: 423-581-2180
Email: dbrewster@lcs.net

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**NONPROFIT**

**HEALTHY FOOD ACCESS, AMERICORPS VISTA** – Philadelphia, PA  5/30
The Greater Philadelphia Coalition Against Hunger in partnership with The Food Trust is seeking a dynamic AmeriCorps VISTA member to join its team to increase healthy food access in underserved communities, with the overall goal of helping to alleviate poverty. Founded in 1996, the Coalition strives to build a community where all people have the food they need to lead healthy lives. The Coalition connects people with food assistance programs and nutrition education; provides resources to a network of food pantries; and educates the public and policymakers about responsible solutions that prevent people from going hungry.

Serving in this position will provide you the unique opportunity to work closely on shaping sustainable healthy food pantries in communities in Philadelphia where healthful foods are more difficult to find and to afford. In particular, you will: (1) Improve the nutritional quality of foods provided by food pantries; (2) determine ways to increase the quantity of these foods available to food pantry visitors, and (3) evaluate clients’ responses to these changes.

For more information, go to: [http://www.idealist.org/view/job/JgKfZf2hjdbD/](http://www.idealist.org/view/job/JgKfZf2hjdbD/)

**PROGRAM DIRECTOR** – Mighty Writers West, Philadelphia, PA  5/30
The MW West Program Director will establish and manage a new Mighty Writers center for kids and teens in West Philadelphia. S/he will work with the Mighty Writers leadership team to replicate the organization's signature South Philadelphia programs in a West Philadelphia community. The MW West Program Director will establish and oversee an aggressive lineup of out-of-school programs, five days/evenings a week, supported in large part by a robust volunteer program.

To find out more about this listing, go here: [http://www.idealist.org/view/job/t4dNzJdb6JNp/](http://www.idealist.org/view/job/t4dNzJdb6JNp/)

**DEVELOPMENT ASSOCIATE, GRANTS OPERATIONS** – Project H.O.M.E., Philadelphia, PA  5/30
The Development Associate, Grants Operations, provides support to the Development Department for all grants operations, including application filing, outcomes reporting, and data and file maintenance.

To learn more, go to: [http://www.idealist.org/view/job/fw66J2mNK3xd/](http://www.idealist.org/view/job/fw66J2mNK3xd/)
REIMBURSEMENT ANALYST – Devereux, King of Prussia, PA  5/30
Devereux's Corporate Contract office, based in King of Prussia, PA, is currently seeking an experienced Contract Reimbursement Analyst.
Devereux's corporate offices are located in Villanova and King of Prussia, PA, and provide leadership, consultation and support services to the operating Centers located in 11 states. Corporate Center staff include Clinical, Finance, IT, Human Resources, Legal, Contracts, Development, and Marketing/Communications staff. The Reimbursement Analyst will work collaboratively with, and provide support to the Contracts Finance Director and Contracts Department team to ensure optimal reimbursement and successful audit outcomes in the preparation of cost reports, rate negotiations and contract reviews in a timely and accurate manner.
For all the details, go to: http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=J3F3VG71YB01M7X9LHK&siteid=cbindeed&ipath=EXIND

DIRECT SUPPORT – DAY PROGRAMER – Warminster, PA  5/30
Production Coach needed at BARC Developmental Services in Warminster, PA. BARC Developmental Services is a non-profit agency serving individuals having intellectual disabilities and Autism since 1951. The Production Coach is responsible to the workers supported for guiding and training the workers in performance of contract work that includes light assembly, packing, and sorting and assisting them in meeting their personal hygiene needs and direct care supports.
Duties include Worker training, support and supervision; production activities and monitoring; quality control procedures; paperwork completion; program input and documentation; staff and worker safety; direct care and counseling. The Production Coach assists workers in attaining better job skills, monitors and implements identified Individual Worker Program Plan (IWPP) objectives, act as a role model in dress and conduct and provide counsel, support, and direct care to workers to assist them in developing skills and meeting personal needs.
This position is located in Warminster, PA. This is a full time position. Work hours are generally 8:30 am to 4:30 pm, Monday through Friday with one 8 am start per week.
To learn more about this job, go to: http://www.indeed.com/viewjob?jk=ab7b3835c98fcd2c&q=non+profit&l=Philadelphia+County,+PA&tk=17r84hboc06ag1pt&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

DESIGN ASSOCIATE – Philadelphia, PA  5/30
Based in Philadelphia and reporting to the Creative Director, the design associate will do the design, layout, and some Web design for organizations such as U.S. PIRG, Environment America, Green Corps and other members of the Public Interest Network. Our job: to help these organizations engage the public, win hearts and minds, raise funds and organize grassroots action to win positive social change. Our projects include email action alerts and appeals, Web-based campaigns, direct mail appeals, citizen outreach campaign packages, newsletters, annual reports and more.
To learn more, go here: http://www.idealist.org/view/job/75PCFDbxzGBD/

RUN A FIELD CAMPAIGN! – Philadelphia, PA  5/30
Grassroots Campaigns is looking for Assistant Directorst to help manage one of our campaign offices, to build community support, educate the public and recruit new members for one of the progressive organizations or charities we partner with.
For more information, go to: http://www.idealist.org/view/job/83D4MnphnhSP/

CONTROLLER/DIRECTOR OF FINANCE – Marlton, NJ  5/30
Exciting opportunity to build policies, procedures, and fiscal systems for growing non-profit affordable housing social service provider.
Better Tomorrows' mission is to strengthen and empower individuals, families, and communities. Through a unique and comprehensive social support model, Better Tomorrows provides a continuum of services to youth, families, seniors, and disabled affordable housing residents aimed at promoting educational success, fostering healthy lifestyles, and achieving economic independence and stability for all of its residents.
For more information, visit: http://www.idealist.org/view/job/PnN49CzdP4FP/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

SERVICE COORDINATOR TRAINEE, LONG-TERM CARE OPTIONS - Philadelphia Corporation for Aging,
Philadelphia, PA  5/30
Reporting to the Service Coordinator Supervisor, this position is responsible for the overall case management of a diverse
The Service Coordinator Trainee facilitates community-based long-term care to disabled and/or chronically impaired older adult consumers. This position carries responsibility for ongoing care planning, service arrangement, follow-up, and reassessment. The Service Coordinator Trainee is expected to provide 6 (six) hours of service coordination activity on a daily basis, including data entry and consumer contact. The Service Coordinator Trainee is a consumer advocate as well as the gatekeeper of service provision.

Philadelphia Corporation for Aging (PCA) is a private, non-profit organization serving as Philadelphia county’s Area Agency on Aging since 1973. One of the region’s largest non-profit organizations, PCA's mission is to improve the quality of life for older Philadelphians or people with disabilities and to assist them in achieving their maximum level of health, independence and productivity. Special consideration is given to those with the greatest social, economic, and health needs.

PCA carries out this mission through five major functions: planning; advocacy; program development; service coordination and delivery; and the accountable administration of public and private funds to contract with approximately 180 community organizations to deliver social and health care services to more than 100,000 consumers each year.

To learn more, go here:

MAILROOM ASSISTANT – Trenton, NJ  5/30
A prominent non-profit organization serving the Education industry in Mercer County is looking for a temporary Mailroom Clerk reporting to the Mailroom Supervisor. This temporary Mailroom Clerk would be working 30+ hours a week over the course of 6 weeks
For more information, go to:

MEMBERSHIP SERVICES ASSOCIATE – Philadelphia, PA  5/30
Soroptimist International of the Americas, a global women's rights organization located in Philadelphia, PA is seeking a Membership Services Associate to handle member/customer service inquiries via phone and email, and support data needs for global non-profit membership organization. High school graduate with 2 years office experience, knowledge of Microsoft Office applications and database structure. Bilingual in English and Spanish required. Knowledge of social media preferred. Dependable, with excellent communications skills and pleasant phone manner. Excellent benefits, including paid medical, 401K retirement plan.
To learn more, go here:
http://www.idealist.org/view/job/PbnPFNNO6k5P/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

CONFRENCES & SPECIAL EVENTS COORDINATOR – Eastern University, St. David's, PA  5/30
Eastern University, a university of the liberal arts and sciences located in St. Davids, Pennsylvania, invites applications for the position as Conference & Special Events Coordinator. The Conference & Special Events Coordinator, reporting to the Assistant Director of Conferences & Special Events is a multiple task position involving attention to detail, creative planning, team work, excellent communication skills as well as student management and mentoring. The position is responsible for creating, managing and facilitating external group contracts. Participate in the marketing of Eastern University, interdepartmental initiatives, managing of the facility, over seeing summer staff, and implementing campus-wide events.
For all the details, go to:
http://www.indeed.com/viewjob?jk=9c22dcb7d6284b99&q=non+profit&l=Philadelphia+County,+PA&tk=17ran89eq06ag0k1&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

PROGRAM ASSOCIATE – AFRICA – Freedom House, Washington, DC  5/30
Freedom House promotes the spread of freedom and democracy around the world through research, effective advocacy, and programs that support frontline activists. We are a leader in identifying threats to freedom through our highly regarded analytic reports, including Freedom in the World, Freedom of the Press, Freedom on the Net, Nations in Transit, and Countries at the Crossroads. With 13 field offices and two U.S. offices, we support the right of every individual to be free.
Position Summary:
The Program Associate will provide programmatic support including finance, logistical, administrative, research, writing and data analysis assistance to Freedom House Africa programs. This posted is based in Washington, DC and reports to
the Director for Africa programs. 
To learn more about this listing, visit: [http://www.fpa.org/jobs/?act=show_job&job_id=2257](http://www.fpa.org/jobs/?act=show_job&job_id=2257)

**PROJECT COORDINATOR** – Bethesda, MD  5/30  
The E-Collaborative for Civic Education seeks a motivated self-starter to join our team and contribute to our flagship project, the Tavaana E-Learning Institute for Iranian Civil Society. The E-Collaborative for Civic Education’s mission is to leverage technology to promote democracy and human rights internationally. ECCE’s flagship project, Tavaana – meaning “empowered” and “capable” in Persian – is an e-learning space offering live-instruction e-courses and manuals, as well as case studies of global civic struggles, video interviews with civic leaders, translation of key resources, a democracy and human rights resource library and Internet freedom and digital safety resources.

The Project Coordinator will provide support for grant administration and compliance. The Project Coordinator will have flexibility to grow with our small, dedicated team, and we are looking for candidates with the motivation and initiative to make the position their own. Honesty, integrity, and a strong work ethic are musts.

To learn more, go to: [http://www.fpa.org/jobs/?act=show_job&job_id=2256](http://www.fpa.org/jobs/?act=show_job&job_id=2256)

**PROJECT ASSISTANT** – Bethesda, MD  5/30  
The E-Collaborative for Civic Education seeks a motivated self-starter to join our team and contribute to our flagship project, the Tavaana E-Learning Institute for Iranian Civil Society. The E-Collaborative for Civic Education’s mission is to leverage technology to promote democracy and human rights internationally. ECCE’s flagship project, Tavaana – meaning “empowered” and “capable” in Persian – is an e-learning space offering live-instruction e-courses and manuals, as well as case studies of global civic struggles, video interviews with civic leaders, translation of key resources, a democracy and human rights resource library and Internet freedom and digital safety resources.

The Project Assistant will provide programmatic support through website/social networking administration, logistical and administrative tasks, and research and writing. The Project Assistant will have flexibility to grow with our small, dedicated team, and we are looking for candidates with the motivation and initiative to make the position their own. Honesty, integrity, and a strong work ethic are musts.

For more information, go here: [http://www.fpa.org/jobs/?act=show_job&job_id=2255](http://www.fpa.org/jobs/?act=show_job&job_id=2255)

**DIRECT SUPPORT** – BARC Developmental Services, Inc., Warminster, PA  5/30  
Production Coach needed at BARC Developmental Services in Warminster, PA. BARC Developmental Services is a non-profit agency serving individuals having intellectual disabilities and Autism since 1951. The Production Coach is responsible to the workers supported for guiding and training the workers in performance of contract work that includes light assembly, packing, and sorting and assisting them in meeting their personal hygiene needs and direct care supports.

For more information about this listing, visit: [http://www.indeed.com/viewjob?jk=ab7b3835c98fcd2c&q=non+profit&l=Philadelphia+County,+PA&tk=17r84hbo06ag1pt&from=ja&aid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts](http://www.indeed.com/viewjob?jk=ab7b3835c98fcd2c&q=non+profit&l=Philadelphia+County,+PA&tk=17r84hbo06ag1pt&from=ja&aid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**MARKETING ASSISTANT** – Lafayette Hill, PA  5/30  
Non profit organization in Lafayette Hill is seeking an entry level marketing assistant for a position in their copy/mail room. This is a possible temporary to full time position for the right candidate. In this role you will be running a postage machine, coordinating large scale marketing and copy projects, as well as updating the web site and potentially assisting with web content. Strong technical skills are required. Strong writing skills are also required. This is a terrific opportunity for someone seeking a career in marketing, looking for a "foot-in-the-door" and the opportunity to gain experience in a professional business environment. The company is an internationally recognized and well-respected organization. Their mission is to educate, guide and provide leadership opportunities for its clients. If you are interested in learning more about this opportunity, please contact OfficeTeam at 484-254-9050!


**ASSISTANT CONTROLLER** – Princeton Theological Seminary, Princeton, NJ  5/23 
Princeton Theological Seminary a denominational school with an ecumenical, interdenominational, and worldwide constituency. And an Institution of the Presbyterian Church and the wider Reformed tradition established in 1832 has an
immediate opening for an Assistant Controller at its Princeton, NJ campus. The Assistant Controller plans, directs, and organizes most of the financial accounting operations including: overseeing preparation of financial statements and reports that accurately depict the current financial position of the Institution; ensures the timely, accurate and efficient analysis, communication and reporting of financial data in accordance with GAAP, funding contracts and internal policy; provides support to the Controller and, as needed, represents the Controller in various internal/external meetings. This person would report directly to the Controller.
For more information, go to: http://www.idealist.org/view/job/68TjWDcN2B3p/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

ADMINISTRATIVE ASSISTANT – Ranstad, Philadelphia, PA  5/23
Reputable Non-Profit organization in CC is looking for a temporary administrative assistant to support the Finance/Investment department! This is at least 5 months and pay range is between $13-16/hour.
Duties will include:
*Light bookkeeping
*Reconciliation
*Assisting with the coordination, planning and management of events, reports, etc.
*Administrative tasks which will include: client communication, filing, excel reporting, answering phones, scheduling meetings, ordering catering/supplies, calendar management, etc.
To find out more about this listing, go here: http://us.ranstad.com/content/findjobs/job-details/index.xml?currentPage=1&id=167624&_version=1&WT.mc_id=Indeed&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

PROGRAM DIRECTOR – PennPIRG, Philadelphia, PA  5/23
PennPIRG is seeking a Program Director to lead the fight for consumers here in Pennsylvania. The Program Director will continue to identify critical issues within our program areas, develop short and long-term campaign plans to bring real results to Pennsylvanians, and build the citizen-power it takes to stand up to the powerful special interests standing in our way.
For more information, go here: http://www.idealist.org/view/job/W4Ws5mjB5HSP/

CITIZEN OUTREACH DIRECTOR – Work for Progress, Philadelphia, PA  5/23
As a Citizen Outreach Director for the Fund, you run a campaign office in one of dozens of cities throughout the country. The staff you supervise educate citizens about the issues and get them involved in campaigns to win progressive change. In essence, you build a team of committed activists who, in turn, mobilize hundreds, even thousands of citizens to take action. The Human Rights Campaign is fighting bigotry to protect civil rights of all Americans, regardless of sexual orientation and gender identity. Environment America is working to protect our waterways and preserve our wilderness areas. U.S. PIRG is standing up to powerful special interests in order to improve public transportation, fix our health care system, and stop the government from subsidizing unhealthy food. At the Fund for the Public Interest, we work with these and other leading progressive groups to help fight for the future of our health, our environment, and our democracy. We are looking for candidates to join us as Citizen Outreach Directors.
To learn more, visit: http://www.idealist.org/view/job/8PNDBPz9TFsP/

DESIGN ASSOCIATE – Philadelphia, PA  5/23
Based in Philadelphia and reporting to the Creative Director, the design associate will do the design, layout, and some Web design for organizations such as U.S. PIRG, Environment America, Green Corps and other members of the Public Interest Network. Our job: to help these organizations engage the public, win hearts and minds, raise funds and organize grassroots action to win positive social change. Our projects include email action alerts and appeals, Web-based campaigns, direct mail appeals, citizen outreach campaign packages, newsletters, annual reports and more.
You'll do the design, layout, photography and original artwork for our groups, working closely with the organizations' issue advocates, field organizers and other staff.
You'll work closely with our team of writers on the content and our web team on back-end web development. You'll manage individual and groups of projects, ensuring that everything is printed to specifications, posted online properly and that it arrives right on time.
For more information about this job, go here: http://www.idealist.org/view/job/75PCFDbxzGBD/

ENVIRONMENT AMERICA – Philadelphia, PA  5/23
Work for a green future: Become an Environment America fellow!
Each year, Environment America hires college graduates with the passion, the commitment and the talent it takes to stand up to polluters, organize public support and fight for our environmental values.

Environment America works to advance the environmental vision and values we share—clean energy, clean water, wilderness and wildlife protection, healthy food and sustainable agriculture, and more. With nearly 100 professional staff, more than 1 million members, activists and allies, and affiliates in 29 states, we organize the support it takes to stand up to polluting industries and ultimately sweep past them.

To find out more, visit: http://www.idealist.org/view/job/j73f58Ztkj74/

SPRINTER DRIVER – Cherry Hill, NJ  5/23
PITT OHIO, a $388 million, high service, highly profitable, transportation solutions provider offering SUPPLY CHAIN, GROUND, LTL and TRUCKLOAD services is seeking a Sprinter Driver at our Cherry Hill, NJ Terminal.

PITT OHIO has received countless safety, service, and carrier of the year awards and our highly acclaimed Safety Department is a leader in the transportation industry. Dedication to quality and excellence is our goal at PITT OHIO. We offer competitive wages, 100% employer paid hospital/medical, vision, discount prescription, dental, 401K, profit sharing, paid vacations, pleasant work environment, and much more!

For more information, go to: http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=J3J5RH5VZ90I37ML6DX&siteid=cbindeed&ipath=EXIND

This position provides strategic direction and tactical competence to group of nonprofit websites working closely with the Communications Director and other staff to gather and provide relevant information to patients, families, communities and media, and other constituents. Responsibilities include maintaining high-content, user-focused website design, with compelling visual appearance, functionality, and navigation.

To find out more about this job, go to: http://www.indeed.com/viewjob?jk=5785cd19f9c48d36&q=non+profit&l=Philadelphia+County,+PA&tk=17r2usn7706ag2fp&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

DIGITAL MEDIA COORDINATOR – Philabundance, Philadelphia, PA  5/23
The Digital Media Coordinator is charged with helping to set the online marketing strategy and execute the initiatives. The Digital Media Coordinator will oversee the website and social media vehicles to ensure the website effectively and dynamically communicates Philabundance’s mission and serves as a fundraising vehicle. She/he will play plays an integral role in executing dynamic online marketing strategies to increase web traffic, social media engagement and grow email list and online donations.

For more information, go here: http://philabundance.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=2381263&ref=indeed

DATA MANAGER – WVMI Quality Insights, King of Prussia, PA  5/23
Quality Insights Network 4 (QIRN4) is a federally funded non-profit corporation responsible for quality improvement and data collection activities for Medicare's End Stage Renal Disease Program. The Data Manager is responsible for data entry of all forms (or supervision of data entry) and in answering facility questions regarding forms compliance.

To learn more, visit: http://wvmi.myexacthire.com/ViewJob-41674.html

COPY WRITER – Public Relations, Mount Laurel, NJ  5/23
This position is responsible for all aspects of coordinating, writing and copyediting content for multiple non-profit association and professional society clients. The ideal candidate will be an experienced and innovative thinker with the ability to multi-task and work both on a team and lead his or her own client and projects.

If you are interested, visit this website for more information: http://ahint.hrmdirect.com/employment/job-opening.php?req=127238#job&jbsrc=1014

PROGRAM MANAGER – Cribs for Kids, Philadelphia, PA  5/23
Maternity Care Coalition (MCC), a dynamic nonprofit, works to improve maternal and child health and well-being through the collaborative efforts of individuals, families, providers and communities.

MCC is seeking a Program Manager for their Cribs for Kids Program. The Program Manager will oversee the implementation of all Cribs for Kids activities, including the distribution of cribs and safe sleep education to clients,
supervision of staff, preparation of weekly schedules and monthly reports, and relationships with crib distributors, community agencies, service groups, and other interested individuals. The Program Manager will also be responsible for training staff and other social service providers on SIDS risk reduction and safe sleep environment and will provide education to client families and the general public through home visiting and community education workshops. Qualified candidates will have a minimum of a Bachelor's degree in social work, public health or related field (Master's degree preferred); at least 1 year of supervisory experience; excellent written, communication, customer service and organizational skills; and an interest in maternal and child health.


ASSOCIATE DIRECTOR, RESEARCH COMMUNICATIONS – Michael J Fox Foundation  5/23
Reporting to the Vice President, Marketing & Communications, the Associate Director, Research Communications is primarily responsible for creating vibrant content that conveys the objectives and promise of MJFF-funded research initiatives. The right person for this position will have an avid interest in proactively developing and managing a content pipeline comprising both assigned and self-initiated stories. We are looking for an individual who would enjoy immersing him or herself in the Foundation’s research activities in order to generate content serving two distinct audiences: (1) researchers, clinicians and other professional stakeholders in Parkinson’s drug development, who interact with MJFF as a source of funding opportunities, research resources and tools, and field leadership; and (2) Parkinson’s patients and MJFF supporters, who must be kept up to date on the state of our progress toward a cure and continually apprised of opportunities and compelling new reasons to take action and get involved. This is an onsite position in our New York (Midtown West) office and is not conducive to telecommuting. Some travel will be required.

To learn more and how to apply, go to: [https://www.michaeljfox.org/foundation/career-detail.html?id=34](https://www.michaeljfox.org/foundation/career-detail.html?id=34)

DIGITAL STRATEGY ASSISTANT – Michael J Fox Foundation  5/23
Reporting to the Chief Digital Officer, the Digital Strategy Assistant offers a unique opportunity for a dedicated, technically capable, highly organized, detail oriented, relationship builder who can help support the various initiatives within the Digital Strategy team. Key qualities of an outstanding Assistant include strong organization skills, interpersonal skills, a self-starter, positive disposition, nuanced written and verbal communication skills, solid judgment, excellent time management skills as well as an innate sense of pace and urgency. Equally important is the ability to work productively and proactively, both independently and within a team environment.

For more information and how to apply, visit: [https://www.michaeljfox.org/foundation/career-detail.html?id=33](https://www.michaeljfox.org/foundation/career-detail.html?id=33)

COMMUNITY PROJECTS COORDINATOR/AMERICORPS MEMBER – Philadelphia, PA  5/23
AmeriCorps Community Projects Coordinator: 12-month position (August 5, 2013 to August 1, 2014) at YouthBuild Philadelphia Charter School, an alternative 12th-Grade-only, diploma-granting high school for high-school dropouts ages 18 to 21. YouthBuild Philadelphia Charter School is an education and job-training program for young adults who have dropped out of high school. Students in the program alternate five-week sessions between the classroom, where they attend academic classes and develop leadership and life skills, and a vocational-training site (construction, computer technology or nursing) where they develop career-related, real-world work skills. Originally chartered in 1997, the School enrolls approximately 220 students each year. Regular hours for this position are from 7:30 a.m. to 3:30 p.m. To learn more about this job, visit: [http://www.idealist.org/view/job/9sKhMgbWXzMD/](http://www.idealist.org/view/job/9sKhMgbWXzMD/)

UNDERWRITING TRANEENEE - Bond Private Non Profit Job, Blue Bell, PA  5/23
That's Travelers. Our superior financial strength and consistent record of strong operating returns mean security for our customers - and opportunities for our employees. You will find Travelers to be full of energy and a workplace in which you truly can make a difference. For more information, go to: [http://careers.travelers.com/job/Blue-Bell-Underwriter-Trainee-Bond-Private-Non-Profit-Job-PA-19422/2598319/?feedId=4&utm_source=Indeed](http://careers.travelers.com/job/Blue-Bell-Underwriter-Trainee-Bond-Private-Non-Profit-Job-PA-19422/2598319/?feedId=4&utm_source=Indeed)

TALENT ASSOCIATE – KIPP Philadelphia Schools, Philadelphia, PA  5/23
The mission of KIPP Philadelphia Schools (KPS) is to develop the character, knowledge, and skills of our students so they will succeed in college, giving them the freedom to shape their futures and positively affect their communities. Our vision is to achieve our mission at critical mass – a cluster of schools in Philadelphia – thereby reinvigorating public education in this city through the performance of our students and the leadership of our educators. At full growth, KIPP programming in Philadelphia will include ten schools, serving more than 4,400 students, with over 370 employees, and an operating budget greater than $60 million. In order to support the continued growth of the KIPP Philadelphia region through the recruitment, selection and retention of talented individuals, KPS seeks a Talent Associate (TA).

To find out more, visit: [http://kippcareers.force.com/JobDetail?id=a0Xd00000025S8BAEA0](http://kippcareers.force.com/JobDetail?id=a0Xd00000025S8BAEA0)
PROGRAM/DEVELOPMENT ASSISTANT – The Asia Foundation, Washington, DC  5/23
Under the direction of the Women’s Empowerment Program Senior Director, the Program/Development Assistant will provide administrative, logistical, and programmatic support to the Women’s Empowerment Program and coordinate events and activities for the Lotus Circle, a community of individual donors working together to empower girls and women across Asia.
For more information, go here: http://www.fpa.org/jobs/?act=show_job&job_id=2231

SENIOR PROGRAM OFFICER POSITION – The Asia Foundation, San Francisco, CA  5/23
Under the direction of the Senior Director of Governance and Law, the Senior Program Officer will work in the Governance and Law Theme, focusing primarily on provision of support to country offices covering the broad range of law and governance sectoral areas covered by GL, including legal and judicial reform, civil society development, mediation and informal justice, local governance, counter corruption, parliamentary development, and other related areas of development. The Senior Program Officer will provide assistance with program development, preparation of proposals for donors, drafting or reviewing project reports, assistance with project and program evaluations. The Senior Program Officer will also support the planning and implementation of GL-related workshops and conferences in the U.S. and Asia. In addition, he/she assists with the multi-year GL and country strategic planning process as well as the GL annual plan and budget process. Given the nature of the position, the Senior Program Officer position requires ability and willingness to undertake frequent travel to Asia (roughly 60 days per year, subject to availability of travel funds) and Washington, D.C.
If you would like to know more, visit: http://www.fpa.org/jobs/?act=show_job&job_id=2231

ASSISTAT DIRECTORS -RUN A FIELD CAMPAIGN! – Grassroots Campaigns, Philadelphia, PA  5/16
Grassroots Campaigns is looking for Assistant Directors to help manage one of our campaign offices, to build community support, educate the public and recruit new members for one of the progressive organizations or charities we partner with. Go to http://www.idealist.org/view/job/SpSs9Ckt995P/ for more information.

CAMPAIGN DIRECTOR – 5/16 As a Citizen Outreach Director for the Fund, you run a campaign office in one of dozens of cities throughout the country. The staff you supervise educate citizens about the issues and get them involved in campaigns to win progressive change. In essence, you build a team of committed activists who, in turn, mobilize hundreds, even thousands of citizens to take action. The Human Rights Campaign is fighting bigotry to protect civil rights of all Americans, regardless of sexual orientation and gender identity. Environment America is working to protect our waterways and preserve our wilderness areas. U.S. PIRG is standing up to powerful special interests in order to improve public transportation, fix our health care system, and stop government from subsidizing unhealthy food. At the Fund for the Public Interest, we work with these and other leading progressive groups to help fight for the future of our health, our environment, and our democracy. We are looking for candidates to join us as Citizen Outreach Directors.
For more information, go here: http://www.idealist.org/view/job/gtzfXZCbsZh4/

ENVIRONMENT AMERICA – 5/16 We’re seeking candidates ready to commit themselves to fighting for the environment. Being a fellow is not for everybody. It’s tough, demanding and the challenges never stop. We look for smarts, leadership experience, top-notch written and verbal skills and an eagerness to learn. We value experience organizing, including building campus groups. Placement We’re accepting applications with our state affiliates across the country and in Washington, D.C. We accept applications on a rolling basis. Most fellowships begin in August, though a limited number are available throughout the year. You can apply through Environment America or directly with one of our state affiliates. If you're flexible, you can apply for multiple positions in multiple locations. Internships: Looking for an internship instead? Apply to be an Environment America intern. You'll learn how to make an impact on critical environmental issues, and there's no better way to get the experience to launch your career with us. For more information, go here: http://www.idealist.org/view/job/pjcWTgj36mJd/

ASSOCIATE DIRECTOR OF COLLEGE RETENTION AND SUCCESS – 5/16
Philadelphia Futures, a nonprofit organization committed to improving the educational opportunities for low income, first-generation-to-college students, has an opening for an Associate Director of College Retention and Success. This position assists in implementing a comprehensive support system for 250+ collegians participating in Philadelphia Futures Sponsor-A-Scholar (SAS) and College Connection (CC) programs with the goal of achieving the highest possible retention and graduation rates. Knowledge and understanding of higher education retention issues, particularly related to low income, first-generation-to-college students, required. Responsibilities include maintaining regular contact with SAS and CC collegians; guiding students in accessing campus resources; counseling with respect to financial aid issues; and
establishing and maintaining relationships with campus liaisons. The successful candidate will support a culture of high expectations, accountability and personal responsibility. Experience working on a college campus in enrollment management, student services, academic advising or career counseling is a plus. This is a full-time position which reports to the Director of College Retention and Success. Competitive salary and benefits.
To apply: http://www.idealist.org/view/job/k4sdTgknBKh4/

**GRAPHIC DESIGNER** — Work for Progress, Philadelphia, PA  5/16
Based in Philadelphia and reporting to the Creative Director, the design associate will do the design, layout, and some Web design for organizations such as U.S. PIRG, Environment America, Green Corps and other members of the Public Interest Network. Our job: to help these organizations engage the public, win hearts and minds, raise funds and organize grassroots action to win positive social change. Our projects include email action alerts and appeals, Web-based campaigns, direct mail appeals, citizen outreach campaign packages, newsletters, annual reports and more.
For more information, go here: http://www.idealist.org/view/job/cnFsPpNcgJNp/

**ADMINISTRATIVE ASSISTANT** — Asia Division (Staff), Washington, DC  5/16
The ABA Rule of Law Initiative Asia Division seeks an Administrative Assistant to provide day-to-day assistance with the secretarial/clerical tasks for the Administrative and Program Staff. The Administrative Assistant serves as a key point of contact for the Asia Division on all administrative matters and has a wide range of administrative support responsibilities.
To learn more about this job, go to: http://www.fpa.org/jobs/?act=show_job&job_id=2222

**MARKETING AND PRODUCTION ASSISTANT** — ECFMG, Philadelphia, PA  5/16
ECFMG® is recruiting for a Marketing and Production Assistant. The Marketing and Production Assistant will work closely with Communications staff and other staff members of ECFMG® to develop and produce communication and marketing materials for Internet, mobile, and print to support the organization and its programs. The candidate for this position will also assist in conceptualizing and developing content for these materials. The position lays out materials for both internal and commercial print production, and coordinates printing of materials with outside vendors. In performing all tasks, this position ensures the quality, accuracy, and consistency of organizational materials; providing excellent service to internal and external clients; and contributes to effective communication strategies for the organization.

**EXECUTIVE ASSISTANT** — Scholar Academies, Philadelphia, PA  5/16
The Office Manager provides administrative support to the Executive Assistant to the Executive Team comprised of the Chief Executive Officer, the Chief Academic Officer and Chief Operating Officer as well as supports the overall operations of the Scholar Academies Office.
For more information, visit: http://www.idealist.org/view/job/3333M4fhjXtnp/

**REGISTERED NURSE PER DIEM** — Visiting Nurse of Pottstown & Vicinity, King of Prussia, PA  5/16
Visiting Nurse Association of Pottstown & Vicinity is a non-profit agency that offers a variety of services including home health, disease management programs, wound/ostomy care, immunization/flu clinics, and palliative and hospice care services, and has been in existence since 1917. VNA of Pottstown has the following per diem position available:
REGISTERED NURSE  • Provide home health care services to the geographic territory of our King of Prussia service area  • Provide skilled nursing care to clients in their home of choice requiring intermittent professional nursing services in a community health setting utilizing the nursing process  • Perform a complete health assessment  • Effectively analyze home and support situations  • Develop goals and Plans of Care  • Provide treatment and services as designated in Plan of Care  • Advocate for clients in obtaining needed services  • Observe, evaluate and report to the physician any changes in the clients condition  • Review all medication and identify possible ineffective drug therapy or adverse reactions  • Provide coordination of services within the guidelines of the Plan of Care with other disciplines  • Complete McKesson and OASIS documentation on laptop computers  • Attend weekly Team Meetings either in person or via conference call  • Report to Director as needed/required. All documentation is done on laptop computers, we provide iphones, and a comprehensive and flexible orientation; home health experience required.
For more information, go here: http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=J8A7BL651C6Z60WQ3BN&siteid=cbindeed&ipath=EXIND

**CUSTOMER SERVICE REPRESENTATIVE** — Office Team, Broomall, PA  5/16
A well known non-profit organization in Broomall is seeking outgoing and persuasive candidates to recruit volunteers for
their fund raising events. The ideal candidate is articulate, well-spoken, reliable and has solid rapport building skills. Experience working in a sales environment with quotas and goal tracking is a definite plus. This position is a 30 hour work week, ideal if you need to help children get to school in the morning. If you enjoy being on the phone and can be persistent and persuasive, this could be the perfect position for you!
If you would like more information, go to this website:

COMMUNICATIONS & MULTIMEDIA LIAISON – Gift of Life Donor Program, Philadelphia, PA 5/16
Gift of Life Donor Program, the nation’s leading organ procurement organization, is responsible for recovering and distributing organs and tissues used in life-saving and life-enhancing transplants in eastern Pennsylvania, southern New Jersey and Delaware. This is an excellent opportunity for an experienced professional to collaborate on and develop and implement a strategic social media and on-line strategy to advance our mission of donation and transplantation. It will work in support of Gift of Life entities (Gift of Life Donor Program, Institute and Family House) to maintain a robust on-line presence. You will be responsible for coordinating the cataloguing of the rich history of Gift of Life Donor Program, while showcasing the present-day achievements, events and continued passion and commitment for transplantation and the families affected in our region.
For more information, go here:
http://www.indeed.com/viewjob?jk=768e4c4b210a1a90&q=non+profit&l=Philadelphia+County,+PA&tk=17q97b7c306a026l&from=ja&lid=b49e6d35a0ef8f6a8&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

PROGRAM ASSOCIATE – Educational Innovations, Philadelphia, PA 5/16
The Philadelphia Education Fund seeks a full-time Program Associate to provide administrative and programmatic support for the Educational Innovations Team. An educational non-profit organization with a 28-year history, the mission of the Philadelphia Education Fund is to improve the quality of public education in Philadelphia and the region, so that youth are prepared for college and careers. Educational Innovations at the Philadelphia Education Fund builds the field through incubating and demonstrating new and promising programs and strategies, and disseminating lessons learned, tools and best practices.
If interested, visit the website for more information:
http://www.idealist.org/view/job/6ZNBn25sgnp/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

LAW
PARALEGAL (ENTRY LEVEL) – Norristown, PA 5/23
Portnoff Law Associates, Ltd. an established law firm with a twenty year tax collection practice, seeks a full-time or part-time (minimum of 25 hours per week) paralegal for our Norristown office. Responsibilities include file review, establishment of payment plans with property owners and preparation of pleadings and correspondence. Successful candidate must be a college graduate with strong written and verbal communication skills, and the ability to multi task in a fast paced environment. Starting rate $15 per hour. Excellent opportunity for someone considering law school. All responses must include a cover letter and resume and be emailed to: paralegaljobs@portnoffonline.com.

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.