TECHNOLOGY & SCIENCE

RANGELAND MANAGEMENT SPECIALIST – BLM.  Miles City, MT.  11/14
Announcement Number: MT-DEU-2014-0009
Salary: $31,315 - $50,431
Applications will be accepted from 11/08/2013 to 11/22/2013.
To Apply:  For additional information on this job posting, please go to
https://jobs.mgsapps.monster.com/blm/vacancy/viewVacancyDetail!execute.hms?orgId=3&jnum=108865

APPLICATION DEVELOPER – Liventus.  Northbrook, IL.  11/7
Job Code: L-APD-01
Job Description:  We are looking for an experienced .NET application programmer to lead and/or assist in the
development of a large scale Windows and Web based applications. The requirements include 5+ years of experience
developing in .NET (2.0+), VB.Net and C#, in addition to having other extensive knowledge in SQL, JQuery, Javascript,
and an experienced overall knowledge of ASP.NET and other related server technologies used to implement .NET
applications. Candidate must be able to work in a team setting as well as an individual setting and must have strong
architecture and conceptual skills.
Responsibilities:  Creation/quality checking of online forms and various online functionalities. Design, population,
updating and editing of relational databases and stored procedures. Building, editing and updating of static HTML, in
addition to dynamic .NET code. Resizing and optimization of images for the web. Implementation of layouts and
configuration of web page navigation. Conduction of link campaigns for search engine optimization. Manage complex
applications including the project, scope, design, development, implementation, risk and control. Work in a team
environment creating and supporting large scale .NET application. Help architect and design new applications. Support
existing applications. Create and support complex code structures in both VB.Net and C. Implement and support JQuery
Code.
Education:  4-year college degree
Experience:  5+ years experience of ASP.net and SQL; 5+ years experience of JavaScript and HTML.
Qualifications:  Competitive personality; ability to multitask in fast-paced environment; strong interpersonal and
communication skills; knowledge of C# and Visual Basic; knowledge of Visual Studio, Dreamweaver and Photoshop;
knowledge of JQuery; technical Architecture Experience; articulate and persuasive; strategic; leadership ability.
Requirements:  Commerce Server 2002 Feature Pack 1 and Business Applications; Microsoft CRM 3.0; Windows XP and
Server 2003 troubleshooting.
To Apply:  http://liventus.com/careers/onlineapplication.aspx?JID=4

HEALTH & SOCIAL

SCHOOL PSYCHOLOGIST – Monroe County.  Easton, PA.  11/14
The qualification for this position is a valid and active PA School Psychologist certification.
Responsibilities: Provide comprehensive evaluations in the identification and development of educational services for students. Conduct reevaluations of students as per standards and regulations. Participate in Individualized Educational Programs. Evaluate students with appropriate testing when deemed necessary. Provided consultation for administrators and school staff members when indicated. Conduct counseling and behavior management sessions in specific situations on individual and/or group process. Participate in CIU 20 and staff meetings, conferences, in-service training and/or special sessions. Recommend and utilize community resources in the facilitation of services for students. Serve as member of the Crisis Intervention Team. Perform appropriate clinical assessments as directed by the administrator. Actively participate as a committee member as designated program committees to develop and maintain current and progressive trends in special education and psychology. Appraise CIU 20 administration and supervisory personnel regarding the needs and trends for students in specific districts. Coordinate services with other disciplines. Attends staff meetings and serves on staff committee as required. Assumes responsibility for materials and equipment and facilities. Responds positively to supervision and suggestions for improvement. Maintain current theories and techniques in discipline content areas, as well as best practices.

To Apply: https://jobs.ciu20.org/job-detail-view.php?jid=125. For further information, contact Jackie Bartek at jbartek@ciu20.org.

**NUTRITION PROGRAM MANAGER** – Samaritan’s Purse. Liberia. 11/14

Job Description: The Nutrition Program Manager, Liberia is responsible for overseeing all nutrition programs. The manager will provide the technical support for all studies (country wide knowledge, attitudes, and practice survey (KAP), 2 county coverage surveys, and Micronutrient Powder (MNP) pilot distribution). The Nutrition Program Manager will also oversee and build the capacity of the national nutrition staff while ensuring high quality care is provided in line with national protocols for the Integrated Management of Acute Malnutrition (IMAM) and Essential Nutrition Actions (ENA) activities and supporting nutrition components of other health projects.

Responsibilities: Work with the health sector manager to support all nutrition programming. Support nutrition staff to carry out nutrition activities under the UNICEF funded Essential Nutrition Actions project. Liaise with the Ministry of Health and Social Welfare (MOHSW) and UNICEF to move forward the country wide KAP study and provide technical support to MOHSW to carry out the survey. Lead the coverage survey in two counties using the SQUEAC methodology. Provide technical support and guidance to the project manager to carry out the pilot MNP distribution in collaboration with MOHSW and UNICEF. Support the process to carry out ENA behavior change communication (BCC) activities in the communities and health facilities. Provide oversight and capacity building for the national nutrition staff. Support the nutrition staff to monitor and evaluate all project activities. Participate in meetings with the MOHSW and County Health Team in order to collaborate on all nutrition activities with appropriate partners. Prepare and submit monthly reports to the health sector manager. Submit soft and hard copies of all appropriate documentation as requested by the Health Sector Manager. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public. Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

Education: Bachelor’s degree from four-year college or university in Nutrition, Dietetics, Medical, Nursing, or other health-related field.

Qualifications: Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ. Masters level degree in Health or Nutrition or equivalent degree is an added advantage. One year of college-level Biblical studies preferred. Experience and understanding of qualitative and quantitative research is necessary, including using ENA-SMART, SQUEAC methodology for coverage survey. Ability to provide capacity building and training of team to be able to manage and implement the project effectively. Ability to work with partners and beneficiaries at the national and field levels. Experience living and working in developing context. Willingness to live in austere conditions; able to travel on a regular basis to areas with few basic services. Proven experience in financial management. Above average verbal and written communication skills. Demonstrable Word and Excel competence. Experience with SPSS or other statistical software preferred. Positive attitude and flexible.

Information: 12 month contract with the potential for renewal. This position is able to accommodate a family.

To Apply: Ref. number 1864. In order to apply, please go to http://www.samaritanspurse.org/our-ministry/employment-listings/, click "International Positions," click on the position of interest and click "Apply Now" at the bottom of the page.

**CASE MANAGER / COACH** – Abilities Center of Southern Jersey. Westville, NJ. 11/14

Job Description: The individual in this position serves as a Case Manager for a large caseload of individuals with disabilities, primarily in Transitional (Extended) Employment, assisting them to identify and overcome barriers to employment objectives. The position involves coordination of Individualized Service Plans, communication with family members, sponsors and other professionals, and report writing with timelines. Ability to respond effectively to behavioral problems and function as part of a Clinical Team is essential. This position will transport and provide situational
assessments and job coaching at community based sites when necessary.

Education: Must have Bachelors Degree in Vocational Rehabilitation or a Human Services related field; relevant employment experience.

Qualifications: Must have a valid Drivers License and vehicle available at all times to transport; excellent written and verbal communication skills; flexibility to work at / within various settings; demonstrated ability to effectively respond to multiple priorities and demands; ability to use computer word processing.

To Apply: Submit application to Lorrie Covolesky, Director of Clinical Services, via email at lcovolesky@abilities4work.com or fax at (856) 848-8429.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT – RehabCare. Broomall, PA. 11/7

Job Description: 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.

Responsibilities: Communicate resident progress or problems to supervisor and other team members; instruct resident’s family or nursing staff in follow-through programs. Assist with resident scheduling and post charges daily to resident records. Document resident care in accordance with RehabCare, regulatory, licensing, payer and accrediting requirements. Maintain equipment and work area in a safe and clean condition. Make presentations to support marketing efforts, at team conferences and in-services. Handle job responsibilities in accordance with the standards of the Company’s Code of Business Conduct, the Corporate Compliance Agreement, appropriate professional standards and applicable state/federal laws.

Qualifications: Candidates must have certification from the American Occupational Therapy Association (AOTA). Graduate of an accredited Occupational Therapy Assistant program culminating in an associate’s degree. Current and valid state OTA license or certificate of practice or equivalent in the states where services are rendered. CPR certification (when required).

To Apply: http://ars2.equest.com/?response_id=5b51d82ec8f84e780207b95ec5955ea0

BUSINESS & MARKETING

CLIENT RELATIONSHIP SPECIALIST – Vanguard. Valley Forge, PA. 11/21

Our Client Relationship Specialists provide world-class service to more than 5.2 million clients. Highlighted below are various opportunities available to individuals looking for a dynamic career in the financial services industry and who are eager to continue learning.

Responsibilities: Providing world-class service to clients in our professional environment, emphasizing the ease of investing with Vanguard, and generating client loyalty by presenting an unmatchable client experience from end to end, serving as ambassadors for Vanguard’s investment philosophy and our at-cost, client-owned business model. Identifying our clients’ needs, resolving issues, and positioning appropriate solutions and services to best meet those needs, including low cost products and investment advice or guidance. Demonstrating client relationship management skills through active listening, asking open-ended questions, building rapport, showing empathy, and positioning. Developing and maintaining proficient knowledge of Vanguard funds and ETFs, individual securities, products and services, the overall financial markets, and the related legal, tax, and regulatory issues in order to educate and guide our clients. Remaining current on relevant market and industry news and developing the ability to articulate how world economic events impact our clients and their investment needs. Executing client requests in a timely and accurate manner while providing clients with appropriate, accurate, timely, and complete information. Adapting to a changing work environment or changes in policies in a positive manner.

Education: Undergraduate degree in any major or equivalent combination of training and/or work experience.

Experience: Minimum two years related work experience.

Qualifications: Cumulative GPA of 3.0 or higher preferred. Passion for the financial services industry, markets and investing. Ability to learn complex materials and handle multiple priorities. Self-motivated for continued learning and growth. Excellent listening, oral and written communication skills. Ability to interact effectively with clients, managers, and coworkers. Ability and willingness to participate in a team environment. Working knowledge of Microsoft Office Suite and understanding of mobile applications. Ability to acquire financial securities licensure such as FINRA Series 6 or 7 and 63 in all 50 states. Your employment is contingent on a successful drug-screening result.

Job ID: 119577

To Apply: https://careers.vanguard.com/psp/jobs/VGCAREERS/HRMS/c/HRS_HRAM.HRS_CE.GBL?PAGE=HRS_CE_JOB_DTL&JobOpeningId=119577
Responsibilities: Develop close relationships with pediatric primary care and pediatric subspecialty practitioners and office staff to effectively educate them on FSC's product portfolio. Have a positive, respectful, and enthusiastic attitude. Be self-motivated with a determination to excel. Have an entrepreneurial mentality. Ensure patients have access to FSC products by promoting utilization of patient co-pay cards, collaborating with the corporate team to maximize managed care support, and ensuring FSC products are available in pharmacies. Work with your Sales Manager to assess territory sales performance and market trends and suggest and implement appropriate actions to enhance performance. Ensure that sales forecasts are met (or exceeded) within budget for the therapeutic areas at a territory level. Pay attention to detail within a highly regulated pharmaceutical and medical device industry that requires complete accountability, stellar organizational skills, and total responsibility to meet corporate and regular compliance expectations.
Education: Bachelor's Degree, preferably with a health science, marketing/business, or education major.
Qualifications: Excellent presentation and communication skills; a results orientation with demonstrated time/territory management skills; the ability to identify, prioritize and target key customers; the ability to work as a team member; a valid driver's license and a safe driving record; prior Sales Experience is a plus.

Job Description: This is a Contract Position with potential to go permanent. Pay rate $30+ per hour.
Responsibilities: Provide Support to the VP and team
Qualifications: Must have supported a team of 30+ in a large corporate GLOBAL environment; must be flexible as it requires working with a different time zone; strong Microsoft Office Skills.
To Apply: Please send your resume to Barbara Trotter btrotter@carneyjobs.com or call 215-646-6200.

JUNIOR CORPORATE ACCOUNTANT – Vanguard. Malvern, PA. 11/14
Vanguard, one of the world's largest investment management companies and a recognized employer of choice, seeks a Junior Corporate Accountant to maintain accurate financial information in accordance with US and International Accounting Standards used for external financial regulatory reporting, tax reporting, and internal evaluation of business performance, capital investments, and fund expense management. As a Junior Corporate Accountant, you will need to understand and maintain effective internal controls.
Responsibilities: Executes the full range of monthly accounting close activities for assigned functional areas, including review, analysis, and measuring of economic activities, ensuring the proper recording of financial activities according to US and international accounting and reporting standards, statutory reporting requirements, and Corporate policies. Prepares monthly general ledger account reconciliations and reviews, approves, and posts journal entries. Analyzes domestic and international business operations, trends, costs, revenues, financial commitments, and obligations to ensure accurate recording of financial position. Assists in the preparation and communication of monthly financial results to Accounting Operations management (US and International). Identifies issues independently. Works with internal business contacts to research issues, develop recommendations, and resolve routine issues. Assists in recommendations, design, and implementation of internal control procedures that ensure proper recording and prevent significant errors in accounting records and process changes to improve accuracy, consistency and efficiency improvements. Documents all modifications and communicate to manager and appropriate internal clients. Provides support for quarterly financial statements and annual external audit. Prepares all assigned responsibilities by the dates required. Provides accounting support to internal business contacts. Develops and maintains a working knowledge of legal and accounting relationships between the parent and its subsidiaries, relationships and agreements between subsidiaries, and relationships and agreements between the parent and its affiliates; and other areas in Corporate Financial Services (e.g. financial reporting, accounts payable, procurement, payroll, billing and receivables, treasury, tax, and financial service teams). Develops and maintains an understanding of external financial reporting and disclosure requirements to ensure proper recording of business activities in accordance with these requirements. Works with internal business contacts to optimize efficiency of corporate accounting processes. Participates in special projects and performs other duties as assigned.
Education: A bachelor's degree is required. Majors in Accounting and/or Finance are preferred. Preferred cumulative GPA of 3.0 or higher.
Experience: Minimum of one accounting/finance related internship.
Qualifications: Knowledge of GAAP, internal controls, general ledger account analysis and reconciliation is a plus. Accounting software and spreadsheet software experience, PeopleSoft is a plus. Effective communication, analytical, and problem-solving skills. Professional demeanor with clients, colleagues, and management. Ability to work well independently and as part of a team. Vanguard is not offering visa sponsorship for this position. Additionally, employment is contingent on a successful drug-screening result.
To Apply: Please apply through the following link: http://adtrak.tw/45zEP.

ACCOUNTS RECEIVABLE SPECIALIST – Devereux. King of Prussia, PA. 11/14
Job Description: Devereux’s Corporate Accounts Receivable Department based in King of Prussia, PA, is seeking an Accounts Receivable Specialist. Under the direction of the A/R Director, and supporting the operating Centers, the Accounts Receivable Specialist will work collaboratively with and provide support to the A/R Director and A/R Department Team to ensure optimal reimbursement/collections in a timely and accurate manner. This key individual will serve as a liaison with agencies, funding sources and Center personnel. Corporate Center staff include Clinical, Finance, IT, Human Resources, Legal, Contracts, Development, and Marketing/Communications staff.
Responsibilities: Billing - prepare and generate computer and/or manual bill and statements, maintain accurate computerized and hard copy files, and manage prior monthly reports to ensure that all events are reflected in the billing system and all accounts are billed appropriately within funder time constraints. Claims Review - determine the application of agency payments to specific client accounts. Review remittance advices and explanation of benefits for rejections, pended claims and partially paid claims and takes appropriate corrective action to ensure re-submission of claim and subsequent payment. Communicate with all funding agencies, including private payers, regarding claim processing procedures and payment difficulties. Collections - prepare claim appeals and grievances according to funding source procedure as necessary in order to capture payments for services. Prepare Charity Care, Payment Refunds and Bad debt Write-offs in accordance with established procedure ensuring that adequate research and support documentation has been done to support action. Data Management - prepare and submit bi-weekly reports identifying all potential problem accounts, identifying issue(s) and account status. Prepare and disseminate information requested by government agencies and external auditors. Research all non-applied and credit line items within accounting period realized to ensure proper and timely resolution.
Education: Associates degree in Business Administration/Accounting or equivalent work experience may be substituted; Experience: Two years Accounts Receivable or related experience. Healthcare experience preferred.
Qualifications: Knowledge of Pennsylvania Medicaid, Health Choices and other third party billing processes, and familiarity with regulatory and compliance requirements and statutes; experience with automated billing systems; requires excellent customer service, written communication and problem-solving skills; must be able to adapt to rapidly changing demands of the position, customer needs and the organization; knowledge and demonstrated proficiency in the use of financial database management systems, e.g., excel, Microsoft Word; strong attention to detail and accuracy, with ability to prioritize, coordinate and simultaneously maintain multiple projects with high level of quality and productivity; approachable, flexible and adaptable to change; highest level of professionalism with the ability to maintain confidentiality.
Salary/Benefits: This position offers a competitive salary and generous benefit package.
To Apply: For consideration, please apply online at http://jobs.devereux.org or forward a cover letter along with your salary requirements and resume to: Bob Simon, Devereux, 2012 Renaissance Boulevard, and King of Prussia, PA 19406. Email: rsimon@devereux.org. Please include your salary requirements with your submission. To learn more about Devereux, please visit our home page at www.devereux.org.

PROJECT COORDINATOR – Charter Oak Field Services. King of Prussia, PA. 11/14
Job Description: The Project Coordinator is responsible for managing assigned quantitative and qualitative research projects from inception to completion, communicating with clients, and performing all necessary tasks required to successfully complete each project. These projects include setting up all details for recruiting, programming, hosting and invitations to respondents. If needed, provide assistance to the project manager staff from inception to completion of their studies and communicate with peers.
Responsibilities: Manage specified research projects in the field. Ensure accurate, timely electronic screener and report generation. Match internally and client provided lists to identify and target particular demographics to complete study. Perform recruitment duties, whether via email, fax or telephone technology. Interact regularly with client contact on project via phone and email. Ensure accuracy of all data collected. Coordinate project timeline and client schedules. Deliver daily updates to client.
Education: Four-year college undergraduate degree.
Qualifications: Strong organizational skills; extremely detail-oriented; proficiency in the following software: Word, Survey Analytics, Excel, SPSS and other packages necessary to fulfill job duties; knowledge of open-ended response coding helpful; time-management skills; must be willing to work as needed. Job requires staying in touch with clients which may mean emailing in the evenings.
To Apply: Contact Matt Hancock at mhancock@cofieldservices.us for more information.

DIRECTOR OF LENDING AND TRAINING – WORC. Philadelphia, PA. 11/14

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Job Description: A strong background in micro and small business financing is desired. Individual should have existing contacts with local financial and economic development providers. Management experience is required. Experience with ACCION MMS is a plus.

Responsibilities: Manages and grows the Direct Lending Program including staff and consultant supervision, program marketing, new product development, portfolio performance, asset/liability management, financial projections and assumptions, underwriting, loan servicing, collections, community partnerships and program evaluation. Responsible for loan portfolio quality and performance. Ensures compliance with portfolio standards e.g. that PAR 90 day + is less than 12% and annual write-off below 9%. Implements and monitors credit risk program including risk rating as well as identifying, measuring, controlling, monitoring the risks with periodic reporting to senior management and Board. Coordinates and plans the Advisory Council and Loan Committee meetings by setting the agenda, preparing reports and documents, and conducting the meetings. Oversees training and TA services to ensure quality service and compliance with contract goals. Responsible for grant compliance and reports as needed for funders, Advisory Council or Board of Directors. Member of senior management team - develops and implements EOF business plan/marketing plan. Fundraising and capitalization - writes grants and secures funding and assists with implementing WORC’s overall fundraising strategy. Performs other related duties as required.
To Apply: Contact info@worc-pa.com for more information.

MARKETING SPECIALIST I – Kimmel Center, Inc. Philadelphia, PA. 11/7
Job Description: The Marketing Specialist supports the Sales & Marketing Department within all functions of Kimmel Center presentations with a special focus on Broadway Philadelphia including: advertising, budgeting, tracking, creative production, promotions and sales. The Specialist will execute subscription campaigns, direct mail efforts and Sales & Marketing department administrative support as well as track and report on sales.
Responsibilities: Assists and executes marketing and sales initiatives under the direction of the Senior Manager of Marketing. Monitors marketing and sales plans. Creates discount programs and builds discounts in ticket system and maintains reports of sales. Implements discount offers for each show based on marketing and producers requests. Provides discount to community outreach and maintains relationship with civic and community organizations. Works closely with other members of the Marketing team to ensure full utilization of all sales and marketing tools, including direct mail, advertising, on-site signage, social media, publications, etc. Coordinates, liaisons, and directs traffic mail efforts from inception to completion. Liaisons with group sales department for discount information and offers, including direct mail, e-mail blast, voice blast and all promotional efforts. Liaisons with advertising agency, in house creative, production departments, public relations, personnel, show producers, and marketing teams as well as ticketing, IT and data services. Develops and executes group sales special events, including catering, venue, invitations, talent appearances and approvals with show marketing teams. Designs creative strategies for subscription campaigns and e-mail efforts. Coordinates with Public Relations on special events, pitching, and interview opportunities with artists. Serves as marketing department representative and company ambassador at Broadway and Kimmel Center Presents shows. Creates tie-in promotions for shows with local retailers, media outlets and corporations. Administers ticketing holds, comps and trades within ticketing system, box office, as well as coordinates distribution and requests for all comp tickets. Maintains Kimmel Center standards of customer service. Other relevant duties may be assigned.
Education: Bachelors degree in related field preferred.
Experience: One (1) to three (3) years experience as marketing or sales assistant.
Qualifications: Proficiency in Microsoft Office and Tessitura Ticketing System; ability to work independently; maintain and track financial expenditures; excellent written and communication skills; detail oriented; strong organizational skills; ability to work nights and weekends; some travel required to see upcoming shows.
To Apply: Please submit your cover letter and resume to careers@kimmelcenter.org.

EDUCATION

Responsibilities: Reporting to the Head Librarian, the Bibliographic Assistant II for the Charles E. Krausz Library of Podiatric Medicine is responsible for supporting the everyday operations of the Library. The BA II will assist with staffing the information services desk, providing interlibrary loan services, providing computer lab support, managing the student staff and helping with library communications. In the absence of the Head Librarian, this individual will be the staff person in charge of the Library. Performs other duties as assigned.
Education: Bachelor’s degree and at least one (1) year experience working in a library or related setting. An equivalent combination of education and experience may be considered.
Qualifications: Demonstrated computer skills and proficiency with Microsoft Office software. Strong verbal and written communication skills. Ability to follow instructions and perform detailed work. Strong interpersonal and customer service
COMMUNICATION

The Savoy Company is a collaborative group of amateurs and aspiring professionals that look to the Artistic Director for the vision of the production. The Production Team: Music Director, Set Designer, Backstage Director, Costumes, Makeup, Lighting Designer, Stage Manager etc. is managed by the Producers to bring the vision of the Artistic Director to life. Music Rehearsals typically start Mid-January and typically run through late March. Staging rehearsals begin immediately after that through show time. Full Cast Rehearsals are two nights a week Tuesday & Thursdays, with an occasional third if necessary. Running from 7:30 -9:30, with a mid-rehearsal 15 minute break for company business and socializing. Lead rehearsal are scheduled at the discretion of the Director and the Leads. A full day rehearsal is scheduled typically 2 weeks prior to the show. This year the show is on June 13 & 14th 2014, rain dates 15th & 16th at Longwood Gardens. Lead Auditions on Dec 7th & 8th 2013.
Responsibilities: Responsible for the Artistic Vision and Direction of the G&S Show chosen by the Board. Works in conjunction with the Musical Director, Producers, and Choreographer (if needed) to bring that vision to life. Delivery of Artistic Vision one month prior to Auditions. Attendance at the following: preseason Production Meeting #1- Producers & Leadership, lead Auditions, chorus Auditions (optional, not typical), preseason Production Meeting #2- Full Production Team, first Company meeting and rehearsal, Cue to Cue, and other production meetings as needed. Auditioning and recruitment of new members of the ensemble. Selection of all principal roles in conjunction with the Musical Director, the Producers, and President. Responsible for preparing a rehearsal plan and communicating that to the Company. Responsible for rehearsal preparation for all Lead rehearsals, including scheduling. Frequent reports to the Savo President and/or Board on the status of the production. Education: At least a bachelor’s degree in theater, with formal training in theatrical education & directing. Experience: At least five years of experience directing. Experience working with amateur singers and actors. Experience directing theatre works (opera, musical theatre). Qualifications: Confidence in working with a professional orchestra in a very short rehearsal timeline (one sitzprobe, one dress rehearsal); an understanding of the balance of setting high expectations with the social camaraderie of a volunteer organization; knowledge of Gilbert and Sullivan, particularly with regards to performance practice; excellent public speaking skills, with the ability to inspire, motivate and bring together individuals of many different backgrounds, ages, and experiences; patience and an ability to stay calm and collected under pressure. To Apply: Interested please email Meggin Capers at mcapers@eastern.edu.

SOCIAL MEDIA SPECIALIST – American Bible Society. Valley Forge, PA. 11/14
Job Description: The Social Media Specialist should conceive, implement, and analyze ABS social media campaigns across various platforms, as directed by Manager of Social Media in carrying out the ABS Social Media Strategy. The purpose of the role is to deepen ABS brand, Bible, and donor engagement by building strong relationships with social media audiences.
Responsibilities: Increase ABS brand reach through social media channels. Manage the schedule and flow of content across various channels. Initiate user-generated content, developing posts and editing/adding comments as needed. Provide strategic and editorial feedback to content generators. Ensure proper promotional messaging, brand alignment, and reporting for online messaging. Arrange the generation and review of content with ABS internal content sources. Take responsibility for project goals and work within established project schedules and deadlines. Bi-weekly competitor analysis. Up-to-date understanding of Social Media platform news and features. Maintain a minimum of 5% audience engagement across the Social platforms.
Education: Bachelor’s degree or related experience.
Qualifications: Experience with social media scheduling and analytic tools; ability to communicate well with a Christian audience; ability to work well as a valuable part of a fast-paced team; excellent communication skills, with the ability to communicate the brand and values of ABS to digital audiences; detail-oriented, able to maintain focus while managing multiple tasks; excellent writing skills, including strong foundations in elements of style and grammar and digital/social

skills. Ability to work independently and communicate effectively with library staff and users. Ability to work overtime when necessary.
Preferred: Familiarity with automated library systems. Ability to handle a variety of public and technical services within the library. Ability to supervise and oversee student workers. Interest and knowledge of advanced level of library research procedures and processes. Please visit our website at www.temple.edu, scroll to the bottom of the page and click on Careers @ Temple.
media best practices; ability to learn new software platforms (e.g. Adobe Creative Suite) quickly; proven ability to generate engagement in the Social space with content; understand the interactive Web audience, Christian marketplace, and emerging technologies, services and capabilities; experience with Marketing and Communications in a non-profit setting; ability to work independently, make data-driven decisions, and see projects through to completion while managing a budget; photoshop, Illustrator and other image editing tools; experience writing blogs & working on other content heavy Social platforms; in-depth knowledge of metrics (Google Analytics, Facebook Insights, etc.); experience with Basecamp or other project management tools; basic knowledge of HTML and CSS; basic experience working with various CMS’s, (Drupal, Wordpress); basic experience working with SharePoint a plus; self-motivated, proactive, passionate about social media, polite, diplomatic, calm under pressure; reliable, team-oriented, rigorous attention to detail and follow-through; committed to continuous learning and improvement, education, and/or training.

To Apply:  http://www.americanbible.org/careers/apply?job_title=Social+Media+Specialist

MINISTRY
PROGRAM DIRECTOR – Kenbrook Bible Camp.  Lebanon, PA.  11/14
Kenbrook Bible Camp is a 95 acre camp and retreat center near Lebanon, Pennsylvania that serves nearly 7000 guests annually, including 650 in our summer camp programs.
Job Description:  Kenbrook is currently seeking an individual to serve as Program Director to help continue the rich tradition of changing lives in Eastern Pennsylvania through camps and retreats.  This is a full time, year round salaried position with onsite housing that will be responsible for the design, implementation and effectiveness of all of Kenbrook sponsored programs.  The majority of this position will be responsible for leading our summer camp program, while the rest of the year will mostly consist of planning, promoting, and developing the summer camp program and occasional weekend retreats. In addition, this position will be responsible for coordinating programming for guest groups. Kenbrook has been holding Christ-centered summer camp programs since 1950, with a rich history within the Atlantic Conference of the Brethren in Christ Church—currently, 50-55% of campers come from churches in the Atlantic Conference.
Responsibilities:  Planning, promotion, organization, communication and oversight of the summer program, which includes summer residential camp, day camp, wilderness trips, service leadership programs (Krew and CIT), as well as occasional weekend retreats.  Coordinate retreat group programing during the off season to support guest group ministry, including facilitating on weekends when necessary.  Communicate and coordinate effectively with a team of full time staff to effectively carry out Kenbrook’s mission and vision and reach broad organizational goals.  Work with full time staff to operate and maintain all of our program areas and equipment (pool, pond, ropes course, zipline, climbing wall, paintball course, hiking trails, and others).  Lead and manage a team of summer staff and part time workers, including developing an effective training, discipleship, and leadership development strategy.  Help develop and implement an effective strategy for promotion and marketing of all Kenbrook programs in order to maximize capacity and ministry opportunities. Effectively manage the program budget to ensure good stewardship of all Kenbrook resources that enables ministry well into the future.
Education:  Bachelor’s degree strongly preferred.
Qualifications:  Proven success in leadership and administration at a Christian camp, conference center, retreat center or similar organization in the area of youth ministry, summer camp, outdoor education or retreat programming; a high-integrity, committed follower of Christ, with a heart for ministry and a passion for helping others grow in their walk with the Lord; a highly energetic, creative, and relational visionary with a passion for reaching youth and adults for Christ through relevant camp and retreat programs; a team oriented individual who values team success over individual accomplishment and relates well with others in a collaborative environment; strong organization, administration, and planning skills; a keen awareness of cultural and societal issues that face youth and adults and the ability to establish programs that speak to participants within this cultural framework while holding true to the culture and context of Kenbrook; proficient at office system and software and experience with camp management software (Campwise) a plus; familiarity with the Brethren in Christ denomination and their essential doctrines and beliefs; an engaging and dynamic communicator to large and diverse groups of people, both written and verbal.  Certifications required: life guard, first aid, (will help in obtaining).
To Apply:  Please email resume and cover letter to Jon Malvig, Executive Director: jmalvig@kenbrook.org.

YOUTH DIRECTOR – Hartford City Mission.  Hartford, CT.  11/7
Hartford City Mission (HCM) is a gospel-centered, Christocentric non-profit urban ministry committed to sustainable Christian community development in Hartford’s Northeast neighborhood. HCM seeks to be used of God in being a catalyst for reconciliation with a vision for community transformation that will reflect God’s “shalom” and the values of His Kingdom.
Responsibilities: Main focus is to give oversight and leadership to YoungLife and WyldLife ministries (high school and middle school youth)—including their volunteer leaders. Model and provide authentic spiritual leadership. Cast vision. Value the continuity of gospel ministry of HCM from early childhood through young adulthood. Engage in, and model, relational discipleship with youth. Carry out ministry based on eight (8) principles of Christian community development (www.ccda.org). Ensure deliberate and strategic outreach to youth in the community. Recruit and train leaders—giving special attention to indigenous leadership development. Build community and parent support teams. Make conscious effort to funnel youth into sound, local churches. Assist Internship Director in managing summer “StreetLeader” employment initiative. Help develop young adult ministry in conjunction with HCM strategic plan. Avail self of training resource via CCDA and other networks like Urban Youth Worker, YoungLife. Work under oversight of Executive Director. Strong recommendation to live in North End neighborhood of Hartford.

Qualifications: Genuine and growing faith relationship with God through Jesus Christ; committed to a gospel-centered church; healthy working knowledge of Scripture; passion for urban ministry and reaching youth for Christ; demonstrable commitment to incarnational, relational gospel ministry; some administrative skills and diligent follow-through in communications and responsibility; team player on staff; ability to speak Spanish a plus. 

To Apply: If interested, please e-mail a cover letter with resume to Tom Kubiak, HCM’s Executive Director at tkubiak@hartfordcitymission.org. Questions may also be directed by calling Tom at #860.461.0196.

NONPROFIT


Our client is a National Non-Profit catering to disadvantaged women and families.

Job Description: Assistant to the President in editing reports, grant requests, news releases, policy and research, event planning, travel arrangements, preparation of all documents, memos and correspondence for Board members and meetings. Responsibilities also include scheduling appointments and managing and organizing President’s office.

Education: College degree or equivalent experience.

Experience: Minimum 2-5 years’ experience.

Qualifications: Experienced grant writer; excellent communication and organizational skills; detail oriented; ability to work independently and carry through projects from beginning to end; ability to handle multiple assignments and work under pressure; excellent editing and writing skills; proficiency with Microsoft Office Suite Applications, particularly Excel, Access and Word; interest in community development, economics, and/or microfinance; organized self-starter.

To Apply: http://www.indeed.com/viewjob?jk=fc45fd71a7ee56c0&q=non+profit&l=Philadelphia+County,+PA&tk=189df3vud06a03s4&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts


Job Description: Under supervision of the Senior Manager of Volunteers, recruit and schedule volunteers for all Philabundance direct service programs, Hunger Relief Center shifts, and special events (~3,000 volunteers per month). Provide daily orientation and management of volunteers at the Hunger Relief Center. Quickly re-evaluate changing logistics and make adjustments to ensure smooth flow of production and positive volunteer experience. Work with the Development Department to strategically advocate on behalf of Philabundance with current, potential, and new volunteers. Support Senior Manager of Volunteers in the development of new volunteer tracking, recognition, and engagement programs.

Responsibilities: Handle a high volume of calls and emails in a timely fashion, providing people with information about Philabundance and potential volunteer opportunities. Maintain volunteer schedule for all Philabundance programs and special events. Track volunteer data through volunteer management systems. Pull reports from volunteer and donor management systems as needed. Provide a safe, fun, and educational atmosphere in the Hunger Relief Center, including facilitating orientations for large groups of diverse volunteers (e.g. community service, corporate, youth groups, faith-based groups, etc.). Assist in maintaining cleanliness of on-site volunteer areas. Work closely with all Philabundance departments to understand organizational needs and the ways volunteers can support overall organizational capacity. Receive food and fund donations made during volunteer shifts. Plan and execute volunteer recognition events. Represent Philabundance at external volunteer recruitment events.

Education: Bachelor’s degree or equivalent combination of education and experience related to responsibilities.

Experience: Minimum 2-3 years of experience with volunteer management and/or program coordination.

Preferred experience in a leadership or supervisory role.

Qualifications: Ability to work Tuesday evenings and Saturday shifts. Strong computer skills, including proficiency with Microsoft Office (Word, Excel, Outlook); experience with volunteer or donor management software a plus. Experience managing both small and large groups of individuals. Speaking in front of large groups of people. Ability to work in a
high stress environment and troubleshoot quickly. Effective verbal and written communication skills. Ability to maintain focus on tasks and produce accurate work in chaotic, fast-paced environment. Excellent organizational and interpersonal skills. Ability to work with and motivate a diverse group of volunteers. Ability to work independently and collaboratively.
To Apply: All candidates must apply at http://philabundance.catsone.com/careers.

ASSISTANT TO THE EXECUTIVE DIRECTOR – Teach For America. Philadelphia, PA. 11/7
Job Description: As the Assistant to the Executive Director, you will make sure the Executive Director is able to work more efficiently by providing critical administrative support including scheduling, coordinating with staff members and outside contacts, and preparing meeting materials. You will communicate on the ED's behalf to corps members, alumni, district personnel, high level funders, and Teach For America senior staff. You will provide support in office operations as needed. You are organized, fun, have excellent customer service skills, and will report to the Director, Strategy, Talent and Operations.
Responsibilities: Administrative Support (75%); Manage the executive director’s day-to-day calendar with scheduling external and internal meetings, conference calls, travel arrangements, and expenditures - and look for ways to increase the executive director's efficiency and hold them accountable for projects. Ensure that the ED is prepared for all meetings, deliverables, and engagement. Draft, review and edit internal and external correspondence on behalf of the executive director as necessary. Oversee special projects on behalf of the executive director. Oversee logistics for regional and leadership team meetings, staff retreats, or special projects supporting regional team goals; Office Operations (25%); Coordinate budget planning, tracking budget to actual expenses, and making recommendations for fiscal strategy. Work together with the operations coordinator and director, strategy, talent and operations to build a strong office culture by supporting team on-site with maintaining a welcoming office, staff celebrations and regional communication. Support operations coordinator through providing exceptional customer service and leadership on-site to callers and visitors, external partners, local vendors, and staff.
Experience: At least 1-3 years of administrative experience.
Qualifications: Ability to travel lightly (at least two times per year); extraordinary organizational skills and attention to detail required; ability to make timely decisions and demonstrate good judgment even in the face of ambiguity; exceptional flexibility, customer service orientation and optimistic approach to overcoming obstacles; strong written and verbal communication skills; required proficiency in Microsoft Suite applications.
To Apply: http://teachforamerica.force.com/ts2 JobDetails?jobId=a0xd0000001UOoaAAG&tSource=

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

Summer in Mexico – Agua Viva Ministries. Mexico. 11/7
Agua Viva Ministries is a non-profit, non-denominational, Christian organization located outside of Ensenada, Baja California. Our mission is to “Reach Mexico for Christ”. We strive to accomplish this through 4 distinct aspects of our ministry: short-term mission experiences for Americans and Canadians, a seminary for Mexican nationals, camping facilities for locals, and support of national missionaries throughout the country of Mexico.
Job Description: Our summer staff serve together with American and Canadian groups who come to our facilities in Ensenada, Mexico on week-long mission trips. After thorough training, our summer staff will act as guides and cultural liaisons for these groups as they serve in the surrounding communities. Each week will be spent with a different group participating in activities such as vacation Bible school, construction projects, medical and dental clinics, etc. Speaking Spanish is not a requirement.
Qualifications: Staff must be at least 19 years of age, willing to work with many different people over the summer and have a heart to serve the Lord in Mexico!
To Apply: Contact Kearstin Vander Mel at (619) 330-2224 or summer@aguaviva.com. Also visit aguaviva.com. Please email us your desire to apply to summer@aguaviva.com and we will send you and application in return. The dates span from May 31st to August 9th. (These dates are subject to change slightly.) We ask you work at least 5 consecutive weeks out of these dates.

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.