

JOB LEADS #867

It's a little bit more effort to go to the web page and pick up these Job Leads instead of on Big Tent, BUT there is a very important improvement. When you pick them up from the web page, all of the links inside the job announcements actually work. This is never possible in Big Tent.

TWO REMINDERS:

1. We have a survey up on **Survey Monkey** that will be ending soon. It has questions that will help us with planning to serve you the very best way for 2018 and beyond. Please take a few minutes to respond to it. It's less than 5 minutes long, and it will be very helpful to us. [Click here to take the Survey](#)
2. **"RETREAT"** The 6th Annual Retreat at Malvern Retreat is on Sunday, Feb. 18th. Visit our web page for information and to sign up. This is an RSVP event because it includes a sit down dinner. [Click here to Register](#)

[IT Company](#) has a position that is Full Time, Benefits, bonuses, etc. Located right off Phoenixville Pike near Greenhill road. For more information, contact John.Hamilton@josephspeople.org

Clinical Trial Assistant 7 month contract

Business Description

This individual contributor is responsible for the management of clinical supplies during the execution phase of clinical trials consistent with GMP guidelines with a specific focus on Temperature Management & Control of Clinical Supplies.

Description of the Role

- Responsible for management of all temperature excursions associated to clinical supplies during the trial execution ensuring prompt resolution and compliance with all SOP, GMP, Quality, and Regulatory guidelines, contributing to successful subject dosing within Pharma R&D for all phases of clinical trials
- Act as a single point of contact accountable for the business critical need
- Manage and adjust supply dispositions via inventory systems including IVR & IWR
- Conduct issue resolution activities for the temperature excursion supply aspects of the clinical trials
- Develop strong internal collaboration with GCO, DPD, and Quality stakeholders to ensure TOR resolution and overall customer satisfaction
- Interface with Global Trial Managers, Trial Supply Managers, Drug Product Development, and Quality to manage trial supply temperature excursions
- Responsible for execution of Temperature Monitoring Coordinator role during trial feasibility and throughout trial

execution driving robust temperature management within Pharma R&D for all phases of clinical trials

- Act as subject matter experts for temperature management requirements including storage and monitoring capabilities
- Customizing protocol specific temperature out-of-range forms based on product attributes
- Coordinating quote request and PO setup process to centrally source temperature monitoring devices
- Develop strong internal collaboration with GCO stakeholders to ensure customer satisfaction
- Partner with Global Trial Managers, Local Trial Managers, Site Managers, Local Medication Coordinators, Clinical Supplies Design Leaders, and Central Business Operations in temperature management and issue resolution
- Supports business process improvement initiatives.

Focus and Scope

Responsible for the Temperature Management & Control of all clinical supplies from feasibility throughout trial execution within the Pharma R&D portfolio.

Profile needed for this function

Critical Experiences Required

- A university/bachelor's degree (or equivalent experience) is required. Generally, requires 2+ years related experience.
- Experience with quality system tools preferred (e.g. Trackwise)
- Experience with Interactive Response Technologies for Clinical Trials (e.g. inventory management functionality)
- Experience with the following functions preferred: clinical operations, logistics, quality assurance, clinical supply chain planning, drug product development
- Demonstrated knowledge in the following areas:
 - Clinical Supply Distribution
 - Clinical Study Execution/GCP
- Intermediate to advanced software skills (e.g., Microsoft Excel, SharePoint, PowerPoint)
- Experience in a highly matrixed environment (preferred)

Critical Competencies:

- Very strong data analysis and problem solving experience
- Highly organized with strong attention to detail
- Extreme sense of urgency for the tasks at hand, including ability to drive resolution with minimal management oversight
- Excellent written and verbal communication skills
- Task oriented (repetitive process)
- Strong quality management skills
- Strong strategic thinking skills
- Excellent problem solving and decision making skills
- Strong cross-functional coordination skills

Note: Role requires coverage M-F during normal business hours, including remote coverage for critical events during holiday periods

Note: Please allow me to reiterate that I chose to contact you either because your resume had been posted to one of the internet job sites to which we subscribe, or you had previously submitted your resume to Axelon. I assumed that you are either looking for a new employment opportunity, or you are interested in investigating the current job market.

If you are not currently seeking employment, or if you would prefer I contact you at some later date, please indicate your date of availability so that I may honor your request. In any event, I respectfully recommend you continue to avail yourself to the employment options and job market information we provide with our e-mail notices.

Thank you,
 Justin Tredo
 Recruiter
 Axelon Services Corporation
 44 Wall Street 18th Floor
 New York, NY 10005
 Phone: (212) 306-0193
 Fax : (212) 306-0191

justin.tredo@axelon.com

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The [Delaware County Intermediate Unit](#) provides services, such as special education and staff development programs, to all school districts in Delaware County, including nearly 70,000 school-aged students and more than 6,000 educators. Among its other work, DCIU has recently been working to [prevent teen suicide](#).

### **Program Supervisor – Early Intervention**

This position oversees early intervention programs by planning, developing, and implementing program services; assessing the effectiveness of the program; and coordinating and supervising the program's ongoing services.

The ideal candidate will possess a master's degree in a relevant discipline; PA Supervisor of Special Education certification; administrative experience; proven interpersonal, communicative, consultative, and collaborative skills; and experience with curriculum, staff development, budgeting, and contracts.

[Click here](#) to read more about the Program Supervisor – Early Intervention position at DCIU.

*Advertisement*

### **Confidential Secretary**

This position provides a wide variety of complex and confidential administrative and secretarial support to an assigned administrator, conveys information regarding department functions and procedures, and ensures the efficient operation of support functions.

The ideal candidate will possess a high school diploma; proficiency with computer skills; excellent organizational, oral, and written communication skills; and strong multitasking skills.

[Click here](#) to read more about the Confidential Secretary position at DCIU.

### **Human Resources Specialist**

This position facilitates all aspects of strategic staffing functions, including sourcing, recruiting, deploying, and retaining talent; actively maintains the human resources information system; and coordinates all aspects of and conducts new employee orientation.

The ideal candidate will possess a bachelor's degree in human resources or a related field, four years of experience in PA public education or similar activities, and specialized training and experience in human resources practices and related laws.

[Click here](#) to read more about the Human Resources Specialist position at DCIU.

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Based in Newtown Square, [Petplan](#) is the world's oldest and largest provider of pet insurances and provides pet parents with the support, resources, and tools they need to keep their pets thriving long into old age. Petplan's employees also get the perk of [bringing their own pets to work](#) with them.

Business Analyst – Project Management

This position manages project requirements by defining project scope and analyzing project activities; identifies the business case for projects by working with project management and IT teams; and helps design, document, and maintain system processes.

The ideal candidate will possess a bachelor's degree in a related discipline; three to five years of experience as a business analyst or in a similar role; a strong negotiation skillset; and excellent verbal, interpersonal, and written communication skills.

[Click here](#) to read more about the Business Analyst – Project Management position at Petplan.

Advertisement

IT Project Manager

This position creates and maintains comprehensive project documentation, including project schedules, milestones, and risk management; reports and escalates issues to management as needed; and creates and manages strong professional relationships within the organization and with vendors.

The ideal candidate will possess a bachelor's degree; five to seven years of experience in leading complex IT projects; experience running complex IT projects in an Agile environment; and strong negotiation, organization, and project management skills.

[Click here](#) to read more about the IT Project Manager position at Petplan.

Optimization Analyst

This position updates and analyzes critical reporting to improve the user experience and consumer traffic, pulls web analytics reports from Google 360, executes site tests within an A/B testing tool, and provides metrics and dashboards to optimize the customer's journey.

The ideal candidate will possess a bachelor's degree, a minimum of one year of experience with site analytics tools such as Google Analytics, a minimum of one year of experience in site testing, and experience with digital marketing channels.

[Click here](#) to read more about the Optimization Analyst position at Petplan.

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YOU HAVE NOT CONSIDERED WORKING IN THE WESTERN AND NORTHERN PARTS OF PA, CONSIDER IT. THERE ARE MANY VERY LARGE AND SUCCESSFUL COMPANIES IN BERKS AND LANCASTER COUNTIES FOR INSTANCE. IN ADDITION, TRAVELLING EAST TO WEST IS OFTEN FAR EASIER

THAN TRAVELLING WEST TO EAST TO PHILA. FOR INSTANCE. SOMETHING TO THINK ABOUT.

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Equal Opportunity Employer/Program Language assistance services are available free of cost. Auxiliary aids and services are available upon request to individuals with disabilities.

OPEN RECRUITMENT Wednesday, January 31, 2018 Room 110 9:00 A.M. - 4:00 P.M.

A Rentokil Professional Recruitment Team Member will be onsite to meet with you!

Rentokil is currently recruiting 28 Customer Service Representatives to start at their Wyomissing, PA facility in February. ☐ Must be proficient with computers ☐ Must have excellent typing skills ☐ Starting pay is \$14 an hour ☐ Must have great people skills

Interested applicants should apply online at Rentokil.com.

Rentokil will be holding an on-site recruitment at the PA CareerLink® Berks County on Wednesday, January 31st from 9:00 am – 4:00PM.

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IFS Industries is actively recruiting candidates to fill openings for Chemical Operators, Facilities Technicians, and Maintenance Mechanics at their Reading, PA facilities. For more information please reference the attached flyer and job descriptions. If there are any questions feel free to contact me directly.

Nicholas Shirk

PA CareerLink® Berks County | Business Services Supervisor

Phone: 610.988.1361 | Fax: 610.988.1382

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located in West Chester, [Brandywine Valley Heating & Air Conditioning](#) has been consistently delivering quality workmanship and outstanding customer service with integrity, honesty and a 100 percent since 1993. Brandywine Valley HVAC's owner, Bill Ronayne, is passionate about serving the community, often going to [great lengths](#) to give back.

Comfort Advisor

This position makes recommendations to customers that help resolve their wants and needs, identifies new business opportunities by performing direct sales activities, and answers customers' questions as to operation, features, and functions of company products.

The ideal candidate will possess superior interpersonal and customer service skills, knowledge of Excel and Word, knowledge of various municipalities plan and permit requirements, and the ability to obtain customer referrals and web recommendations.

[Click here](#) to read more about the Comfort Advisor position at Brandywine Valley HVAC.

HVAC Residential Service Tech

This position services, repairs, and proposes replacement of HVAC products, troubleshoots, adapts, and resolves all issues that prevent the installed equipment from functioning properly, and communicates to owners on proper operation and maintenance of installed equipment.

The ideal candidate will possess working knowledge of the company's products, the ability to read and interpret blueprints, technical drawings, and other specifications, and excellent communication and time management skills.

[Click here](#) to read more about the HVAC Residential Service Tech position at Brandywine Valley HVAC.

Commercial Service Agreement Sales

This position presents the company to potential commercial customers, qualifies opportunities to obtain commercial service agreements, communicates to clients the proper operation and maintenance of installed equipment, and makes 12 outbound cold calls per hour to set appointments.

The ideal candidate will possess excellent customer service skills, the ability to self-generate 25-50% of all leads, and good working knowledge of company products and services.

[Click here](#) to read more about the Commercial Service Agreement Sales position at Brandywine Valley HVAC.

Located in off of Route 202 in Malvern, [Penn State Great Valley](#), a special-mission campus offering a variety of master's degrees and graduate certificates geared toward working adults has the following open career or intern positions posted:

Advancement And Giving Specialist

The Advancement And Giving Specialist at Penn State Great Valley is responsible for engaging alumni and friends in supporting Penn State Great Valley School of Graduate Professional Studies, provides leadership and direction to all aspects of the advancement and development programs at the Great Valley campus and developing goal-setting plans for annual fund raising, as well as campaign plans, and directing related activities in support of these goals and objectives.

In addition to a bachelor's degree and 3 years of experience, candidates should have a track record of success in exceeding philanthropic fundraising goals, possess a passion for higher education, have an understanding of complex institutions and an appreciation and understanding of working with diverse audiences and communities.

[Click here](#) for more information on the Advancement And Giving Specialist position at Penn State Great Valley

Audio Visual Technician

The part-time Audio Visual Technician at Penn State Great Valley in Malvern ensures AV equipment, including laptops, microphones, projectors, and additional sound equipment, is set up and functioning properly for events as well as lighting and sound levels are appropriate for groups per their requests and expectations.

[Click here](#) to learn more about the Audio Visual Technician position at Penn State Great Valley.

Research Support

Penn State Great Valley seeks several students to assist faculty with ongoing research projects in the areas of big data technologies, predictive analytics, and data visualization.

Successful applicants must have an undergraduate degree in engineering, computer science or a related field and currently be enrolled in a Penn State Great Valley graduate program.

[Click here](#) for more information on the Research Support position at Penn State Great Valley.

The [Chester County Intermediate Unit](#) provides services, such as special education and staff development programs, to the 12 school districts in Chester County, including nearly 86,000 public and non-public school students and more than 6,000 educators. CCIU serves the county's youth in a variety of ways, including coordinating [summer camps](#) and [externships](#) with local businesses.

Assistant Division Director of Communications and Learning Solutions

This position oversees the CCIU marketing and admissions department, evaluates staff performance and provides constructive feedback, oversees budgets for programs within areas of responsibility, and facilitates periodic training programs for the division.

The ideal candidate will possess a master's degree in education, communications, or marketing, or a bachelor's degree with ten years of relevant job experience, level I administration certification, and five years of experience in administration, communications, or marketing.

[Click here](#) to read more about the Assistant Division Director of Communications position at CCIU.

Linux Network Engineer

This position coordinates the installation of hardware including routers, switches, and fiber runs, performs basic engineering, design, implementation, and maintenance tasks, and writes code to manage and monitor network infrastructure.

The ideal candidate will possess a bachelor's degree in computer science or a related field, a minimum of five years of experience supporting networks in a customer service oriented position, and experience with PPTP, IPsec VPNs, and enterprise-class firewalls.

[Click here](#) to read more about the Linux Network Engineer position at CCIU.

Vocational Support Specialist

This position coordinates job-coaching assignments, administers assessments, provides pre-vocational training and support to students referred to the Discover Program, and develops community partnerships to support job shadowing.

The ideal candidate will possess a bachelor's degree, three to five years of job coaching experience, and experience in the industry, preferably working with secondary students.

[Click here](#) to read more about the Vocational Support Specialist position at CCIU.

SAP is a market leader in enterprise application software, helping companies of all sizes and industries innovate through simplification. SAP recently opened a new [innovation lab](#) at its Newtown Square headquarters.

Operations Expert

This position coordinates the entire process lifecycle to ensure operational excellence; elaborates and drives process standardization; and provides training and support to business operations, commercial, and finance departments.

The ideal candidate will possess a master's degree in a relevant discipline and five years of related experience or a bachelor's degree in a relevant discipline and seven years of related experience; and experience involving SAP E2E business, SAP business models, and project management.

[Click here](#) to read more about the Operations Expert position at SAP.

High Touch Customer Success Manager

This position plans and manages the delivery of relevant proactive support checks and enablement offerings as part of the support engagement plan, drives close collaboration with implementation partners, and provides guidance to key customer stakeholders.

The ideal candidate will preferably possess an MBA or MS degree, a minimum of five years of work experience, a proven track record of successfully leading top customer engagements, and strong knowledge of HR business processes and success factors.

[Click here](#) to read more about the High Touch Customer Success Manager position at SAP.

Senior Support Engineer

This position resolves production down situations and escalations, ensures customer satisfaction and success, and provides the necessary methodology and content to drive the innovation agenda with continual redefining of requirements and industry business models.

The ideal candidate will possess the ideal candidate will possess a master's degree in a relevant discipline and three years of related experience or a bachelor's degree in a relevant discipline and five years of related experience; and experience with SAP NetWeaver Integration Solutions.

[Click here](#) to read more about the Senior Support Engineer position at SAP.

Based in West Chester, [QVC](#) is the world's leading video and e-commerce retailer, offering a collection of desirable brands to millions of customers around the globe each day. QVC has also enriched the Chester County community through local outreach efforts, including its sponsorship of last year's [West Chester Christmas Parade](#).

Payroll Manager

This position investigates payroll records and provides justification for associated calculations, uploads weekly and biweekly payroll batches for employee groups, and completes wage and salary information forms as required by employees.

The ideal candidate will possess a high school diploma or equivalent, strong mathematical, customer service, organizational, and communication skills, and a minimum of three years of directly related payroll experience at a large company.

[Click here](#) to read more about the Payroll Manager position at QVC.

Studio Coordinator

This position supports on-air guests and vendors by providing product samples and demonstration support materials, controls the flow of product and product support materials on set during live programs, and prepares product displays and demonstrations to be used during live programs.

The ideal candidate will possess a bachelor's degree in television/media production, communication, or a related field, a minimum of one to two years of recent, directly related production experience in a television/film environment, and an understanding of the technical makeup of a live television studio.

[Click here](#) to read more about the Studio Coordinator position at QVC.

Director of External Communications

This position designs and executes a global external relations strategy, leads a team of media relations professionals around the world, and builds relationships with the media by hosting events, arranging for interviews, hosting editorial meetings, and more.

The ideal candidate will possess a bachelor's degree in communications or a related field, though an advanced degree is preferred, a minimum of ten years of experience working in a similar capacity in a large global organization, and established relationships with various media outlets.

[Click here](#) to read more about the Director of External Communications position at QVC.

Jump Start Your Job Search Workshop

9 a.m. – 4 p.m., Saturday, April 28

Church of the Saviour • 651 North Wayne Avenue • Wayne, PA

Cost \$15

—an interactive day of information and ideas to provide help and hope in your job transition—

Boost Your Job Search with Personal Branding – Charlene Holsendorff – Charlene will discuss what personal branding is and why it is important for your job search. You will have the opportunity to think about what your personal brand is and how to incorporate it into your job search strategy especially with your elevator speech.

Salesperson's Approach to Job Hunting – Casey Fehl – You will learn: a proven system to track your progress and keep yourself accountable; the most successful job hunting strategies, based on statistical evidence; and how to be able to handle the inevitable rejection that comes with job hunting.

Networking over lunch with fellow participants and speakers

Questions & Answers with a Panel of Experts – Charlene, Alex, Casey and Amy

Network Your Way to Success – Amy Dinning – Networking is one of the key skills for your job search. Learn how to network effectively whether one on one or in a group. Let's work on our networking skills together so you can find your next opportunity more quickly.

Real Interview Questions Answered – Alex Freund – This highly interactive and engaging session is designed to help you understand the dynamics of the interview process and how to position yourself for success. Alex will engage the audience in mock interviewing so you can be better prepared for your next interview.

Registration starts at 8:30 a.m. and the workshop begins at 9 a.m. The formal part of the workshop will end at 4:00 p.m. **Please bring** your business (networking) cards. Snacks and sandwiches will be provided; if you have special food needs, please bring your lunch.

Please register online at www.cosnet.org/care/jobtransition and pay with a credit card. We are unable to take walk-ins. Please note that **online registration will close on Wednesday, April 25 at the end of the day.**

For more information or questions, contact Amy Dinning at amydinning@juno.com. The event is sponsored by Church of the Saviour, Hire One (a Chester County Economic Development Council initiative), Philadelphia Society of People & Strategy, My Career Transitions, American Society for Talent Development Philadelphia chapter, Penn State Great Valley Career Services, Philadelphia Area Great Careers Groups, L&D Philly, Wegmans and Acme.

Amy L. Dinning
Learning & Development Leader
amydinning@juno.com
610-265-2805
www.linkedin.com/in/amydinningtraining/

Position Title: Fiscal/Procurement Coordinator
Position ID: 18-00420-ASAP
Duration: Long Term
Pay Rate: \$17.41/Hour on w2 without benefits
Work Location: New Castle, DE
Interview Type: In- Person

Job Summary:

The Planner II is responsible for various administrative functions, policy and procedure development/update for the Client, Business Operations Office (Accounts Payable Unit/Contracts Unit). This position will rely heavily on Administrative skills.

Knowledge, Skills, and Abilities:

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

1. Knowledge of the principles and practices of the planning profession.
2. Knowledge of historical and contemporary issues in the planning profession.
3. Knowledge of the intergovernmental and inter-departmental planning activities.
4. Knowledge of the principles and practices of project leadership and project management.
5. Knowledge of the applicable laws, rules and regulations.
6. Knowledge of public policy formulation and evaluation.
7. Knowledge of state and federal funding sources and budgetary cycles, procedures.
8. Skill in formulating problems and designing and conducting research.
9. Skill in building interpersonal relationships in order to work effectively with peers, customers, the public and state and federal officials.
10. Ability to develop comprehensive plans and visualize their efforts.
11. Ability to integrate various disciplines into the planning process.
12. Ability to analyze and examine issues and options.
13. Ability to synthesize, interpret and simplify complex issues.
14. Ability to be resourceful, use initiative and sound judgment in defining

and preparing significant substantive elements of planning activities in the public interest.

15. Ability to develop recommended courses of action and express ideas clearly, concisely, and effectively, both orally and in writing.

Minimum Qualifications:

1. At least two years of experience as a planner OR at least two years of experience in a planning function.
2. Six months of experience in health or human services work such as applying theories, principles, laws and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities such as financial support, employment, unemployment, housing, health care, disease prevention, substance abuse, child protective services, physical/mental health treatment and prevention or rehabilitation.
3. Three years of experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. One Year of experience in developing policies or procedures.
5. Two Years of experience in narrative report writing.

Preferred Qualifications

Graduate of a college or university with a degree in public administration, finance, social science, or related field; Graduate degree, in Public Administration preferred.

Other Qualifications

1. Demonstrated willingness to learn new work skills, concepts, and approaches.
2. Demonstrated experience with community engagement, outreach and mobilization, including the ability to develop and maintain community trust.

Thanks & Regards

Nancy Watson

E Talent Network

8251 Greensboro Drive, Suite 250 Mclean , Virginia - 22102

nancyw@etalentnetwork.com | (703) 666-9171 Ext. 220

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- **Role:** Cloud Server Engineer
- **Location:** West Chester, PA
- **Interview Mode:** ONSITE interview after a phone screen
- **Duration:** DIRECT HIRE, Full time!

Job Description Details

- Researching and selecting a cloud server vendor to partner with. Continually finding the right partners/products to provide proper offering to our clients.
- Consulting clients on best solutions for moving them into the cloud. Deploying new Cloud based servers and handling the migration of all programs and data from existing servers. Preparing yourself ahead of time by connecting into the systems you'll be replacing and getting the details of what is needed. Making sure the new system matches the old.
- Account management duties as you will be the primary contact for our Cloud based clients. That will involve consulting, quoting and then project management as well as performing the actual work. This is an autonomous position.
- Variety of service calls to troubleshoot and fix issues with the Cloud based servers. Variety of calls to add new features/setup.
- Showing professional and courteous service while working with colleagues, vendors and customers.
- Updating Connectwise in real-time. That would mean creating tickets when you take a call or receive an email. Updating ticket notes with email correspondence. Performing time entry at by the end of the day. Entering all new configuration information learned. Enter new Knowledgebase entries when appropriate.

Thank you,

Joshua Khan | Technical Recruiter

P: (610)565-4300 x35

josh.khan@css-tec.com

Headquartered in Devon, [Surrey Services](#) is a nonprofit organization dedicated to helping older adults continue as active members of the community. Surrey Services enables older adults to live independently by hosting seminars on [safe driving and public transportation options](#) and by providing its own [transportation services](#).

Center Director (Havertown)

This position creates and evaluates center programs and services, promotes a supportive, stimulating environment that enhances the quality of life for older adults, supervises staff and volunteers, and identifies ways to maximize revenue.

The ideal candidate will possess a bachelor's degree or equivalent experience in a relevant field, experience with budget management and statistical record keeping, excellent communication skills, and customer service and supervisory experience.

[Click here](#) to read more about the Center Director position at Surrey Services.

Driver for Older Adults

This position transports older adults to medical appointments, grocery shopping, and other activities in the Western Delaware county and Chester county areas six to eight days per month.

The ideal candidate will possess an excellent driving record, good interpersonal skills, a caring attitude, a valid driver's license, and will be able to pass a background check, driving test, and drug test.

[Click here](#) to read more about the Driver for Older Adults position at Surrey Services.

Director of Volunteers and Membership

This position oversees volunteer resources and membership including recruitment, retention, engagement, and management, develops and implements programs, initiatives, and outreach, and establishes and maintains positive working relationships.

The ideal candidates will possess a bachelor's degree or previous experience in relevant project management, good presentation and Microsoft Office skills, and considerable knowledge of aging services, customer service, and database management.

[Click here](#) to read more about the Director of Volunteers and Membership position at Surrey Services.

Turning Points for Children is looking to hire in Chester County for their Family Finding Program; MSW required. The link for information and application is below.

<https://recruiting.ultipro.com/PUB1002/JobBoard/c8784846-358b-1bec-45e9-f994af5fccee/OpportunityDetail?opportunityId=239a0344-9c16-4980-92b2-22322d9403d9>

Kathy Brauner
DHS Planner
601 Westtown Road, Suite 330
P.O. Box 2747
West Chester, PA 19380-0990
Phone: 610-344-5262
Fax: 610-344-5736
kbrauner@chesco.org

[Villanova](#), founded in 1842, is the oldest Catholic university in the Commonwealth of Pennsylvania. Villanova is a leading national university – *U.S. News & World Report* ranked it as the 46th best in the country – and has a [dedicated and passionate](#) alumni base.

Program Engagement Officer

This position creates and coordinates reunion and homecoming programs by collaborating with high-level university dignitaries; coordinates and enhances the alumni travel program; and creates a comprehensive plan to market, collect, and recognize all awards bestowed upon alumni.

The ideal candidate will possess a bachelor's degree in a relevant discipline; knowledge of Villanova University and the purpose of university advancement; three to five years of progressive higher education experience; and proficiency with Microsoft Office products.

[Click here](#) to read more about the Program Engagement Officer position at Villanova University.

Advertisement

Communication Associate

This position serves as lead project manager and writer for communication initiatives to support development and alumni engagement; evaluates and tracks communication and marketing initiatives; and develops, plans, schedules, and coordinates communication projects across campus.

The ideal candidate will possess a bachelor's degree in communications, marketing, or English; and a minimum of three years of professional writing, project management, and communication experience for multiple platforms within a business, academic, or nonprofit environment.

[Click here](#) to read more about the Communication Associate position at Villanova University.

Access and Collections Coordinator

This position delivers patron services and information assistance during weekdays, evenings, and weekends as needed; and leads and coordinates the operations of the service desk, student hiring, resource sharing, collection maintenance, and course reserves.

The ideal candidate will possess a bachelor's degree in a relevant discipline; a minimum of three years of experience in a library service environment; and familiarity with the Library of Congress classification system, library copyright requirements, and specialized library practices.

[Click here](#) to read more about the Access and Collections Coordinator position at Villanova University.

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THINKING ABOUT STARTING YOUR OWN BUSINESS, THEN YOU NEED TO BECOME A PART OF SCORE. THIS NON-PROFIT GROUP IS DEDICATED TO HELPING YOU. THEY EXCELLENT AND HAVE LOTS OF INFORMATION AND COURSES.

What?

This series of workshops on developing a business plan is important if you are searching for funding, starting a business or

want to increase revenues.

Where?

Exton Chester County Library (Burke Room)

450 Exton Square Parkway
Exton, PA

When?

Thursday, February 22, 2018 from 6:00 PM to 8:30 PM EST
-to-
Thursday, March 15, 2018 from 6:00 PM to 8:30 PM EST

REGISTER

This workshop consists of four sessions designed to take you through a step-by-step process to create a business plan or update your current plan. The four sessions are Planning for Business Success (2/22), Marketing your Products, Services and Company (3/1), Financial Management of your Business (3/8), and Financing (3/15). \$80 for all 4.

REGISTER
6 pm

REGISTER FOR INDIVIDUAL CLASSES

Session 1 (BP) - Business Concepts

First of a four-part business planning series. This workshop's topics include: getting in "shape" to start a small business, target marketing, descriptions of products and services. If you plan to take all four workshops register for Series of Four Business Planning for a discount.

REGISTER
6 pm

Session 2 (BP) - Marketing

Second of a four-part business planning series. Marketing concepts such as: What is marketing? What makes your product/service unique? Pricing strategies, market information resources, market "positioning," marketing communications, the difference between features and benefits. Get all four at a discount as Series of Four Business

REGISTER
6 pm

Planning.

Session 3 (BP) - Financial Projections

Financial Projections This workshop uses exercises to help you better understand financial concepts. Using a hands-on approach, you learn how to use our financial model to forecast sales revenue and build solid pro-forma financial forecasts.

REGISTER
6 pm

Session 4 (BP) - Financing the Business Feasibility Decision

Financing the Business and Feasibility Decision This final workshop offers information on how to finance your small business. We discuss various sources of funding, credit scoring, and the "5 C's of Credit." A bank loan officer will join the workshop to give you an inside view of what a banker is looking for and how he/she assesses your plan.

REGISTER
6 pm

SCORE Chester Delco Counties
www.chescodelcoscore.org

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[Natural Lands](#), formerly known as Natural Lands Trust, is a non-profit organization that has been purchasing and preserving outdoor spaces in eastern Pennsylvania and southern New Jersey since the early 1950s. Just last year Natural Lands [purchased 1,500 acres of land](#) in northern Chester County, including Bryn Coed Farms in Chester Springs.

Donor Data and Communications Manager

This position manages the Raiser's Edge database including all donor, event registrant, volunteer, and other constituent and prospect records, develops clear and accurate reporting and tracking vehicles, processes all gifts and oversees reconciliation with the business office, and processes all event registrations and event revenue.

The ideal candidate will possess a bachelor's degree, a minimum of three to five years of Raiser's Edge experience with a non-profit development department, and excellent problem-solving, organization, and customer service skills.

[Click here](#) to read more about the Donor Data and Communications Manager position at Natural Lands.

Development Intern

This position supports the administrative activities of the development department by entering donor and grant institution data into Raiser's Edge database, conducting research to identify prospect pools, and providing extensive support for events.

The ideal candidate will be enrolled in a bachelor's or master's degree in a related discipline, will possess previous experience supporting non-profit development activities, and will possess excellent organizational skills, thoroughness, and attention to detail.

[Click here](#) to read more about the Development Intern position at Natural Lands.

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