



CHRISTIAN CHURCH
EMPLOYMENT CLASSIFIEDS

October 18, 2011

The following information has been provided to our church to assist in the employment efforts of our community. The classifieds are now updated approximately every two to three weeks. **And, the classifieds can be viewed on our website at www.mpcc.info, under "Resources."** Any changes or additions to be included in the next publication can be E-mailed to Lynn Albin at lalbin@mpccministry.com or call 317-881-6727, ext. 244.

Job Openings (FULL-TIME)

Assistant Director of Annual Giving, Wabash College (Two positions available) - Founded in 1832, Wabash College is a selective undergraduate liberal arts College committed to the education of men located in Crawfordsville, Indiana, 45 minutes west of Indianapolis. The ideal candidates will be dynamic, creative, self-starters to assist in the daily operation of the Wabash Annual Fund. Responsible for relationship building with alumni and friends and for soliciting a portfolio of constituents. Bachelor's degree required. 3-5 yrs fundraising or other relevant business experience preferred. Requires excellent writing and persuasive communications skills; excellent interpersonal and negotiation skills; ability to travel within assigned regional geographic territory (60%); willingness and ability to make "cold calls"; and willingness to work as part of a team. Respond with: Resume, including contact information for 3 professional references, and Cover Letter summarizing your qualifications and suitability to: Joseph Klen, Director of Annual Giving, Wabash College, P.O. Box 352, Crawfordsville, IN, 47933-0352. Full job posting at <http://www.wabash.edu/hr/jobs#job2> Wabash College encourages applicants of all backgrounds. EOE (Featured October 18 and 25)

Social Services Coordinator, Indianapolis Senior Center - Manage the Information and Resource programs for individuals

55 and older. ISC is a nonprofit United Way organization that provides programs and services that enable older adults to remain independent and to experience an active, fulfilled and engaged lifestyle. Work collaboratively with staff and volunteers of a full service center that delivers a wide range of programs and services to older adults. Bachelor's Degree in Social Science or similar field and/or equivalent combination of work experience in the field of Social Sciences. SHIP training a plus. Aware of eligibility requirements and procedures of Federal and State entitlement programs. Desire to work with aging adults. Strong organizational skills. Proficiency in all computer skills. Please send resumes to: Indianapolis Senior Center, Social Service Coordinator Search, 708 East Michigan Street, Indianapolis, IN 46202. (Featured October 18 and 25)

Database & Website Administrator, University Risk Management and Insurance Association (URMIA) - Small staff higher education association looking for an experienced database designer and administrator. Strong computer proficiency in Microsoft Access, Excel, Dreamweaver and ColdFusion. Preferred qualifications include experience with SQL Server, PostgreSQL, MySQL, and server maintenance. Successful candidate must be able to work in a team environment and enjoy working with volunteers. For complete job description go to <https://www.urmia.org/dbwebadmin.pdf>. We offer competitive wages

and benefits (including paid health insurance). Please send resume, cover letter, and references to urmia@urmia.org or URMIA, PO Box 1027, Bloomington, IN 47402. No phone calls please. (Featured October 18 and 25)

Executive Director, Meals on Wheels of Hamilton County - Compassionate, take-charge team-builder needed to play key role as MoW seeks to end senior hunger. S/He will build on a 36-year foundation to collaborate with board and all stakeholders, direct two staff members and daily operations, oversee grant applications and other fundraising opportunities, and manage finances and budgeting. Qualifications: five-plus years of nonprofit management experience, strong organizational and persuasive communications skills, documented fundraising record, ability to solve problems creatively, and proficiency in computer operations, particularly eTapestry. Send resume, cover letter, salary expectations and references to kshanks@ecommunity.com. (Featured October 18 and 25)

Communications Director, Stand for Children - a bold independent voice for public education reform - seeks an exceptional individual to produce and manage the print and online communications content to drive the strategic messaging for our newly launched Indiana state affiliate. Develop, execute, and manage a robust communications strategy in collaboration with the Indiana Executive Director, tailored to meaningfully engage critical

Stand for Children stakeholders state-wide. Create compelling, persuasive, relevant, and accurate communications content that will introduce and engage community members within Indianapolis to the organizations, and build community support for Indpls Public Schools. Requires Min. 3 years experience in communications strategy and implementation (campaign writing, online writing, or marketing-related writing experience a plus); Experience with digital marketing techniques and targeted social media branding; Outstanding and fast writer and editor. To apply for this position, please go to <http://stand.org/careers> to fill out our online application, including uploading your resume and a thoughtful cover letter. No calls please. (Featured October 18 and 25)

Controller - The Center for the Performing Arts, a new three venue performing arts center in Carmel, IN, is seeking a hands-on, full time Controller. The Controller will manage all aspects of accounting including: month-end close, preparation of all financial reporting and analyses, budget preparation, accounts payable and cash flow reporting. In addition, the Controller will create all financial policies and procedures to ensure proper internal controls and will manage and assist with the annual independent audit. Reports to the President/CEO. Knowledge of non-profit accounting and reporting is required. CPA preferred, though not required. Letter and Resume to: Karen Kelsey, Administrator, The Center for the Performing Arts, 355 City Center Drive, Carmel, IN 46032 or email to: kkelsey@thecenterfortheperformingarts.org. (Featured October 18 and 25)

Eiteljorg Museum Store Manager - The Eiteljorg Museum is seeking a manager for its award winning store. Necessary qualifications include: bachelor's degree and/or a minimum of four years retail management experience, excellent written and verbal communication skills, high degree of timeliness and accuracy in all job related responsibilities, inventory control, execution of special events, visual merchandising experience, effective aptitude of computer-based retail register systems, and

a great sense of teamwork and humor. Experience in museum retail and interest in the American West and Native American cultures a plus. This is a salaried position with benefits; weekend and evening availability required. Interested parties should send letter and resume with a minimum of three professional references to Eiteljorg Museum, Attn: Human Resources, 500 W. Washington St, Indianapolis, IN 46204 or faxed to (317)275-1430 or emailed to personnel@eiteljorg.com. Applications are being accepted and position will remain open until the right candidate is found. (Featured October 18 and 25)

Director of Engagement - Second Helpings seeks an experienced and dynamic Development professional to build financial and community support for our mission of Transforming Lives through the Power of Food. Responsible for cultivating and growing individual, corporate and foundation donors and fundraising events as well as oversight of our community and award-winning volunteer programs. Must have a proven track record in fund development, donor relations, grant-writing, event management and organizational leadership plus excellent time-management, budgeting, planning and communication skills. Minimum of 5 years fundraising experience and Bachelor's Degree. CFRE preferred. Submit cover letter, and resume detailing specific fundraising experience and successes, 2 grant proposals as a writing sample and salary requirements by **November 1** to apply@secondhelpings.org. (Featured October 18 and 25)

Training & Curriculum Development Coordinator, The Custom Electronic Design & Installation Association (CEDIA) - a non-profit international trade association - Requires Associate's degree from two year college, and at least two years experience. Assist with coordination and production of education programs. Works with Dir. of Curriculum and Learning to ensure all department administrative needs are supported. Coordinates and maintains course materials in a virtual database and oversees CEDIA's version control program. Coordinates the Call for Papers/Proposals process by

working with marketing department to promote, receive submissions, and organize submissions for review by appropriate staff and volunteer teams, and provide follow up communication. Assists with e-learning logistical processes which may include registration, vendor and instructor communications, and LMS and courseware compatibility. Coordinates organization of education electronic files. Assist with events to ensure materials are printed, and shipped. Maintain an electronic system for organizing speaker communications, evaluations, and assessments. Assist with maintenance of collections of educational materials related to association educational programs, storing or filing materials. Assist with volunteer activities related to Content Action Teams. Email resume to: humanresources@cedia.org, Attn: Training & Curriculum Development Coordinator Position. (Featured October 11 and 18)

Director of Youth and Family Programs, The Indiana Black Expo, Inc., a 501(c)(3) non-profit organization - Direct the development and implementation of youth and family programs for children and adults, that will advance the organization's mission. The Director will work closely with the local community, as well as state and national institutions, to develop partnerships and offer jointly sponsored programs. Bachelor's degree with a focus in Social Services and programs is required. A minimum of 5 years of experience in program development, management, and evaluation of which is specific to youth and family programs. Local candidates are preferred. Qualified candidates should email resumes to: humanresources@indianablackexpo.com, or fax to IBE Human Resources at 317-925-6624 by **October 20**. No phone calls please. (Featured October 11 and 18)

Assistant to the President, The Indiana Black Expo, Inc., a 501(c)(3) non-profit organization - Provide executive level administrative support for the President of the organization's state-wide office. Regularly, frequently, and independently interface with high-level internal and external contacts requiring

considerable discretion, initiative and confidentiality. Independently provide administrative support to assure that the President is adequately prepared for meetings, serve as the liaison to the Board of Directors, and facilitate the flow of communication between the President and the Board. Utilize sales experience to ensure strong administrative collaboration between the President's office, and other internal departments to achieve organizational objectives associated with sales and fundraising. Requires Bachelor's degree with min. 5 years experience providing administrative support at the executive level. Experience providing administrative support for sales and fundraising preferred. Proficiency in MS Office, including MS Word, Excel, PowerPoint, and Outlook required, as well as ability to work with employees at all levels, while maintaining discretion and confidentiality at all times. Local candidates are preferred. Qualified candidates should email resumes to: humanresources@indianablackexpo.com, or fax to IBE Human Resources at 317-925-6624 by **October 20**. No phone calls please. (Featured October 11 and 18)

Executive Director, Mapleton-Fall Creek Development Corporation (MFCDC) - Must be well versed in principles of comprehensive community development with a strong commitment to building a sustainable neighborhood. Must exhibit strong leadership skills including financial management, fund raising, staff development through mentoring and delegation, and strong board member cultivation. Dynamic communications skills and relationships in Indpls community will be critical. A new five year strategic plan for the organization is under development this fall, as well as a quality of life planning process for the larger mid north neighborhood area providing an excellent road map for the new Executive Director. Reporting to a Board of 17 representing many neighborhood organizations, and supervising a staff of ten, strong foundation to build on and many dedicated partners who believe in the Mapleton-Fall Creek area. Send resume and cover letter to EDSearch@mfcdc.org. Applications will be accepted through October

19. (Featured October 11 and 18)

Caring and compassionate C.N.A. to work in a quality Assisted Living community. Dementia experience a plus. C.P.R. training needed. Please apply in person at Morning Pointe, 75 S. Milford Dr., Franklin, IN 46131 or by email at franklinrsd@morningpointe.com. EOE

Foster Youth Educational Liaison, National Center for Youth Law - This education specialist is part of an Educational Advocacy project serving foster youth and children in the Indianapolis child welfare system. Requirements include a graduate degree or equivalent experience in education law and/or development of education plans and resolution of educational issues. Requires knowledge of school systems, educational plans, and educational issues facing foster youth and children. Must have strong communication and facilitation skills, the ability to multi-task, and a willingness and strong ability to work with all participants and stakeholders in the child welfare system. Duties include providing technical assistance and serving as liaison to participants and stakeholders in the child welfare system regarding issues of educational services for foster youth and children. Duties will range from coordination of transfers to facilitation of educational issues such as records, enrollment, IEPs, and manifestation proceedings. Please send resume and cover letter to Rita Mack-White, FosterEd Program Manager, IYI at rmack@iyi.org. (Featured October 11 and 18)

Full-Time Youth Outreach Educator, The Damien Center - Primary responsibilities are to provide HIV/AIDS education and testing services to youth ages 13-24. Successful candidates will be self starters with good time management skills and will be comfortable talking about the subject of HIV/AIDS and STDS. Experience in public speaking, community outreach, and youth development required. Bachelors Degree preferred but not required based on experience. Some nights and weekends and reliable transportation are required. Send cover letter and resume to Tom Bartenbach at tbartenbach@damien.org.

(Featured October 11 and 18)

Accounts Payable Coordinator, The Children's Museum of Indianapolis - Under the supervision of the Accounting Manager, the Accounts Payable Coordinator processes all purchases orders, expenditures (invoices, credit cards, contract staff payments, etc.) and performs other administrative functions. Requirements include a high school diploma and minimum five years experience along with extensive knowledge of accounts payable functions and purchasing procedures. Must be knowledgeable and have used accounts payable software. Candidate must also have great attention to detail and thorough knowledge of inputting information into computers. Please visit our website at www.childrensmuseum.org for a complete job description and application instructions. (Featured October 11 and 18)

President, United Way of Bartholomew County (IN) - Columbus, IN. 5y mgt. exp. preferred; Bachelors deg. required (advanced deg. preferred); passion for serving diverse constituencies; knowledge of business software/technology; strong financial mgmt. experience; ability to communicate effectively. Responsibilities include: Lead staff and volunteers; Collaborate with board of directors and all key stakeholders; Oversee annual fund drive; Exhibit creativity in problem solving; Maintain integrity of United Way brand in Bartholomew County. For more information see web site at www.uwbarthco.org. Interested candidates send resume to United Way of Bartholomew County at: uwbarthco@gmail.com EOE. (Featured October 4 and 11)

Donor Relations Officer, Indiana Landmarks - Indiana's major catalyst for preserving significant and irreplaceable historic architecture is seeking a committed individual to join its Development team. Responsible for the coordination of major donor benefits/events, management of the organization's statewide corporate giving program and assistance with special event planning. BA/BS degree and 3-5 years of non-profit fundraising experience. A working knowledge of fundraising practices in a smaller development environment and the

ability to demonstrate successful work with donors is preferred. Excellent communication and writing skills, organizational and time management skills, and the ability to multi-task and prioritize. Database experience is essential including Raiser's Edge and Microsoft Office. Send cover letter, resume, and salary requirements by **October 21** to: Andra Walters, V.P. for Development, Indiana Landmarks, 1201 Central Avenue, Indianapolis, IN 46202 or awalters@indianalandmarks.org (Featured October 4 and 11)

Executive Director, Arthritis Foundation, Heartland Region (Indianapolis-based) - Seeking experienced manager and fundraiser to be based in our Indianapolis office. Position responsibilities include: Overseeing fundraising staff in the Indiana market and leading them to successfully manage their fundraising events and achieve revenue goals; Manage own portfolio of fundraising events, including walks/runs, galas, and others; Develop effective working relationships with volunteers, sponsors & key corporate & community leaders to achieve fundraising goals. Requirements: Bachelors and 3+ years successful special event fundraising experience. Please send resume to Jenny Conder, Area Vice President via email at jconder@arthritis.org. No phone calls will be accepted. (Featured October 4 and 11)

Executive Director, Indianapolis Congregation Action Network (IndyCAN) (Apply online at <http://bit.ly/IndyCAN>.) IndyCAN is a local faith-based community organizing group of more than 25 congregations who represent over 20,000 families from a broad cross section of racial, ethnic, religious and economic backgrounds across the Indianapolis region. Affiliate of PICO National Network - www.piconetwork.org. The Executive Director is responsible for helping build a congregational-based organization for effective community action and for the day-to-day management and operation of IndyCAN. Desired qualifications include: 5 years community organizing experience; 3 years of successful staff leadership, fundraising, coalition building, and financial management. Familiarity with faith-based community organizing. Full job announcement

at <http://bit.ly/IndyCAN> or contact careers@piconetwork.org. (Featured October 4 and 11)

Director of Development, Wernle Youth & Family Treatment Center - family focused, child centered agency providing opportunities for the growth, development and treatment of troubled children and their families - individually, interpersonally and socially - through best-practice programs and a variety of therapy approaches. This position organizes and coordinates all aspects of the development department, including active participation and leadership in fund raising - annual giving, major gifts, planned giving, events, and endowments. Supervises one associate and works closely with consultants. Minimum of Bachelor's Degree in a related field, CFRM & CFRE preferred. Experience in development and fund raising activities. Experience in managing others. Excellent communication skills - written, verbal, public speaking and electronic. Excellent customer service skills. Knowledge of Raiser's Edge Blackbaud software preferred. Competitive salary & benefit package. Please respond with resume to: Wernle Youth & Family Treatment Center, Attn: HR, PO Box 1386, Richmond, Indiana 47375-1386 or hr@wernle.org (Featured October 4 and 11)

Director of Institutional Advancement, Crossroads Bible College, Indianapolis IN - leads in planning and achievement of short term and long range philanthropy along with donor communications and overseeing volunteer activities to reach annual goals. Will lead the IA team in developing and implementing an annual resource development strategy; Motivate and collaborate with Board of Directors, faculty, staff, alumni, students and other constituent groups; design and implement a major gift and planned giving program; manage annual donor communications; represent the college and its programs to the community and all constituent groups. Ideal candidate is an innovative and accomplished development professional with at least five years of significant experience. Have a proven track record in meeting financial goals; possess strong project management skills; multi-tasker that pays attention to detail; has a

strong communication skills and has experience with eTapestry donor data base. Respond with cover letter and resume to president@crossroads.edu. (Featured October 4 and 11)

Asset Manager - Southeast Neighborhood Development is a non-profit organization that revitalizes the near southeast side of Indianapolis. SEND is currently seeking a full time Asset Manager who will manage approximately 100 units of affordable rental housing. He/she will develop and maintain the appropriate systems for sound property management including cash management, annual budget preparation and tracking, tenant recruitment, and reporting and compliance with all applicable regulations. In addition to the asset management skills, this position will oversee and assist the Leasing Agent with marketing and leasing the units. Requires relevant degree and 2+ years of direct experience in community development or property management fields. Must have the ability to learn and understand complex federal housing rules and regulations including Section 42 of the Internal Revenue Code and HUD regulations. Please submit a resume with education, salary requirements, and 3 business references to mark@sendcdc.org. No phone calls, please. (Featured October 4 and 11)

Children's Visitation Center Coordinator - Youth Connections is looking for an energetic and knowledgeable team player with a passion for serving children and families for Children's Visitation Center Coordinator position. The coordinator is responsible for supervising visits and providing a safe, secure environment, physically and emotionally, for children visiting with their non-custodial parent(s) at the Youth Connections Children's Visitation Center (CVC) or another agreed-upon site. Youth Connections serves at-risk youth and families in Johnson and Morgan Counties through community education, crisis intervention, and mentoring. For more information visit www.youthconnections.org/job-opportunities. Send resumes to Tom Bingham at Tom@youthconnections.org. (Featured October 4 and 11)

Receptionist, Music for All, Inc. - <http://www.musicforall.org>, is an

exciting organization that was created through the merger of Bands of America (BOA) and the Music for All Foundation (MFA). Prior to the merger, BOA boasted a 31-year heritage in providing spectacular educational experiences for instrumental music programs and students. The Receptionist will be responsible for greeting visitors to the office, answering the multi-line telephone and directing calls to the appropriate staff, coordinating mail delivery, stocking supplies and other general administrative tasks. The ideal candidate will have a high school diploma or associates degree, one to three years experience working in Microsoft applications and have a customer service attitude. Please submit resume, cover letter and salary history to careers@musicforall.org. All correspondence will be handled through email. (Featured October 4 and 11)

Community and Parent Coordinator, Edna Martin

Christian Center - Facilitate the process of creating a learning environment that supports increased student academic success. Work in concert with principal and a school-community team at Joyce W. Kilmer School 69 in the Indianapolis Public Schools district, I. Duties include community partnership coordination, increasing parental involvement and implementation and management of the Read-Up tutoring program. Requires Bachelor's degree in education, government, social service or a related field and/or equivalent work experience in education, government, social service or a related field. Ability to work with diverse parents and family members; manage and coordinate multiple programs, services, and resources from multiple organizations and partners; willingness to actively engage with neighbors, community organizations, and other groups; ability to organize and oversee parent and community volunteers; and desire to learn about effective teaching and learning and how community resources can help impact the learning and student success. Submit resume by **October 31** to Barato Britt, Deputy Director, Edna Martin Christian Center PO Box 18388 Indianapolis, IN 46218, or

bbritt@ednamartincc.org
(Featured October 4 and 11)

Chief Administrative Officer, Wheeler Mission Ministries - Our Mission: To provide Christ-centered programs and services for the homeless and those in need. This position is responsible to manage the business affairs of this ministry: accounting, budgeting, personnel, purchasing, resource development, insurance, food service, maintaining and developing all Ministry property. Strong accounting and management knowledge. Business degree with accounting major. 5+ years Accounting/Operations experience. Strong financial background is a requirement. Email resumes to HR Director: Debbiemore@wmm.org (Featured September 27 and October 4)

Executive Director - The Shepherd's Center of Hamilton County, an interfaith organization which values older adults and promotes opportunities for independent living and lifestyle enrichment, seeks an Executive Director experienced in management, fund raising, board development and community relations. The successful applicant must be enthusiastic about collaboration with local government agencies, civic organizations and religious institutions. Public speaking, experience with volunteers and strong writing skills a must. Send cover letter, resume and salary requirements to bjoutback@att.net. Job Description available at e-mail bjoutback@att.net (Featured September 27 and October 4)

Domestic Violence Service Advocate/Case manager, Turning Point Domestic Violence Services (full-time) - Serve victims of domestic violence in Johnson Co. 40 hrs initial training provided. Background may include Domestic Violence, Social Work, Mental Health, Healthcare, or related field. 2y professional experience required. Direct service experience required. Basic computer skills required. Organized, oriented toward client success. Bachelor's degree preferred. Responsibilities include crisis response, intake, safety planning, legal advocacy, community services linking, and court accompaniment. High degree of respect for victims/survivors of domestic violence. Effective client

empowerment skills. Good judgment regarding individual and community safety. Honesty, appropriate confidentiality. Effective community collaborator. Excellent work ethic and track record of achievement. Benefits eligible. Benefits include medical, dental and life insurance. Employer match retirement plan in place. Will work out of the Franklin office. Send resumes to: P.O. Box 103, Columbus, IN 47202-0103 or rheamurray@turningpointdv.org. EOE. (Featured September 27 and October 4)

Administrative Assistant, Central Indiana Tennis Association (CITA) - CITA is seeking an outgoing, energetic individual. Responsibilities include offering general office support to other staff members, assisting clients, answering telephones, data entry, preparing invoices for payment, compiling monthly e-newsletters, maintaining and updating web site and social media outlets, arranging meetings including securing catering when necessary, and maintaining office supplies, postage, and equipment. Ability to multi-task is a must. Experience with MS Office Suite and the Internet required. Must be proficient with Adobe In-Design and Photoshop. Knowledge of tennis is preferred. Resumes will be accepted until the position is filled. Send cover letter, resume, and references to: Sheila Schildbach, Executive Director, 1050 East 86th Street, Suite 55A, Indianapolis, IN 46240. Fax: 317-846-4581. Email: sheila@centralindianatennis.com. (Featured September 27 and October 4)

Showroom Sales for Royal Spa Manufacturing with some prospecting and shows. Open Monday thru Sunday and will be responsible for covering some weekend hours. Prefer sales experience but will train. Must have computer skills. Candidate will perform marketing duties too. Primarily a Commission based position. \$150.00 per week salary plus commission. 40+ hours a week position. More hours per week during trade shows. 401K and Health Insurance provided once candidate is eligible. Will provide a training salary while training. Contact: Derek Cleveland National Sales Manager, Royal Spa Manufacturing 2041 W. Epler Ave Indianapolis, IN 46217

P: 317-781-0828
F: 317-781-1115
T: 800-541-1248

**Financial Representative
Northwestern Mutual - The
Hornsby Financial Group**

Financial representatives provide expert guidance and innovative solutions to help meet a client's financial goals and objectives at every life stage. They offer exclusive access to insurance products from The Northwestern Mutual Life Insurance Company, as well as an array of quality financial products and services available through the company's subsidiaries. BA or BS degree from a four-year institution; strong interpersonal skills; self-motivated; history of personal success. For more information, visit northwesternmutual.com, E-mail elaine.threlkel@nmfn.com or contact: Northwestern Mutual - The Hornsby Financial Group, 965 Emerson Parkway Ste. I Greenwood, IN 46143. Ph 317-215-8320

PT Job Openings (temp or prn)

Part-Time Office Clerk - St. Joseph Institute for the Deaf (SJI) is an auditory oral program and preschool serving children with hearing impairments from birth through school age. Currently, we are seeking a self motivated, energetic, and creative individual to join our team as a Part-Time Office Clerk, at our Indianapolis, IN office (92nd and Michigan Road). The Office Clerk will report directly to the Business Director, and assist our administration and program teams with general office and receptionist duties. The qualified applicant will possess a High School Diploma or GED, be proficient in Microsoft Office Suites, and have the ability to use office equipment efficiently. Qualified applicants apply only via email at careers@sjid.org, or fax (636) 532-4560. No phone calls. To learn more about SJI, please visit our website at www.sjid.org. SJI is an equal opportunity employer. (Featured October 18 and 25)

Sales Associate, Part Time (Retail) - The Eiteljorg Museum is seeking a part-time associate to join our gift store staff (15-20 hrs. per wk w/ paid vacation days). This position calls for a strong desire to work with the public, strong communication skills,

enthusiasm to learn about the Native and Western cultures, ability to stock and creatively merchandise the store. Experience working with fine jewelry is a plus. A solid working knowledge with cash register / point of sale terminals, calculators and computer is a requirement. ADA requirements consist of extended standing up to 8 hours and walking, ability to lift 50 pounds and the use of a maximum height of a 6' ladder. Pay rate is hourly and commensurate with level of experience. Candidates must be available to work a varied schedule of weekends, weekdays, and some evenings for special events. Please send resume and professional references to: personnel@eiteljorg.com, or 500 W Washington St, Indianapolis, IN 46204 or (FAX) 317-275-1430. (Featured October 18 and 25)

IMEA Seeks Part Time Office Coordinator - The Indiana Music Educators Association (IMEA) seeks applicants who have office management and coordination experience for its Office Coordinator position. Skills specifically related to large meeting/event planning and basic bookkeeping are essential. Position will average between 20 and 40 hours per week depending on the seasonal events of the association and may include some weekend and evening responsibilities. The IMEA Office is located on south side of Indianapolis. A full job description as well as additional information about the association can be found at www.imeamusic.org. Send cover letter and resume outlining education and applicable experience to jobs@imeamusic.org no later than November 1. (Featured October 18 and 25)

Administrative Assistant, Habitat for Humanity of Greater Indianapolis (part-time) - The Administrative Assistant contributes to fulfilling the HFHGI mission and meeting strategic, operational and program goals by providing an array of communication, scheduling, accounting, organizational, and document support to the organization. This position requires a college degree or equivalent on the job experience with methods and techniques of working in an office organization at various levels of involvement. Previous office management

experience is preferred. Candidate must be proficient in both Word and Excel. This is a part-time position, about 35 hours/week. Please submit cover letter and resume via email to Mark Robinson, mrobinson@indyhabitat.org (Featured October 18 and 25)

Part-time Marketing & Communications Coordinator, Habitat for Humanity of Greater Indianapolis

- Responsible for helping create and implement the integrated marketing & communications plan and media relations for the Greater Indianapolis Habitat affiliate. Manage the content of the Web site and coordinate all social media communication. Reports directly to the President & CEO while working with multiple departments. Excellent writing, speaking and communication skills; ability to meet deadlines and multitask required; Bachelor's degree in marketing, communications or related field, with at least three years experience. Proficient in basic computer skills, Microsoft Word, Excel, Internet usage. Experience within the nonprofit sectors of community development, affordable housing or ministry sectors preferred. Expected 20-30 hours weekly. Hourly rate commensurate of experience. Please send letter, resume and hourly rate considerations to indyhabitat@gmail.com - no phone calls please. (Featured October 11 and 18)

Youth Program Specialist (part-time), Aftercare for Indiana through Mentoring (AIM)

- Provide classroom instruction in life skills and job readiness training and case management services to program youth. Assist youth with identifying and applying for educational and vocational programs, and financial aid. Arrange for guest speakers, field trips, job shadowing, internships and work experience opportunities. Requires: Bachelor's degree in social work, criminal justice, or other related field and 2 yrs experience working with disadvantaged youth. Effective oral and written communication skills including computer proficiency in spreadsheet and word processing applications. Knowledge of area community resources available to youth. Bilingual ability in Spanish/English a plus. Part-time

30 hours per week. Must be available to work afternoons/evenings and occasional Saturdays. Background check results appropriate to working with youth. Respond with cover letter and resume to traininginstitute@ijjtf.org. No phone calls please. (Featured September 27 and October 4)

Volunteer Coordinator (part-time), Aftercare for Indiana through Mentoring (AIM) - Coordinate and ensure successful recruiting, selection, placement, training, and retention of qualified volunteers. Minimum qualifications include: college degree in relevant field, one year professional experience working with volunteers, supervisory experience, experience working with youth, prefer in a mentoring program, ability to coordinate partnerships, and excellent organizational, administrative, verbal, and written communication skills. This position is 30 hours per week with potential for full-time in the future. Must be available to work evenings and Saturdays. Respond with cover letter and resume to

traininginstitute@ijjtf.org. No phone calls please. (Featured September 27 and October 4)

Member Suggested Sites

Resource Sites:

www.IndyStar.com
www.salary.com
www.ilstomyjob.com
www.recareered.com
www.careerattraction.com

Niche Sites:

www.circle7jobs.com
www.computerjobs.com
www.computerwork.com
www.corpresources.com
www.dice.com
www.Execsearches.com
www.in.gov/jobs
www.philanthropy.com
www.guru.com
www.redcross.org/jobs
www.rharecruiters.com
www.roberthalftechnology.com

www.6figurejobs.com
www.superjobs.com

Aggregate Sites:
www.ajb.dni.us
www.career.com
www.careerbuilders.com
www.careercity.com
www.careerexposure.com
www.careerjet.com
www.careermag.com
www.christianjobs.com
www.directemployers.com
www.dogpile.com
www.experienceworks.org
www.expressindysouth.com
www.headhunters.com
www.hotjobs.com
www.hra.iupui.edu
www.indianapoliscareers.com
www.indyjobs.com
www.IndyStar.com
www.jobsearch.org/OH
www.monster.com
www.nationjob.com
www.OpportunityKnocks.org
www.thingamajob.com
www.usajobs.opm.gov
www.uwci.org/index.asp?p=95

Employment Networking: A Job Search Ministry – come join us at Mount Pleasant Christian Church on Mondays at 9:00am in the Guest Connections room. We meet together to provide support and encouragement to those who are currently looking for employment. We also offer tips on networking, and on doing a better job search. We do not provide jobs. We offer free services for those who attend our meetings, such as: Inclusion in email distribution of occasional job offerings given us through existing resources, resume review and advice, practice of interviewing skills, computer helps, and photo to include in resume or networking sites. You must attend a meeting in order to receive free benefits.

Join our Employment Networking at MPCC group on LinkedIn! Get access to job search information not available elsewhere. Be found by recruiters looking for you on LinkedIn. www.linkedin.com Must be a member of LinkedIn and a member of our Employment Networking ministry by attending a meeting. Don't know anything about LinkedIn? Come to a meeting and we'll tell you all about it and what you need to do to be effective.

Blog site address is <http://mpccfamily.com/employmentnetworking/>. This is an active site, however it is new and is still in process, so if you have any difficulties with it, please let us know. For more information contact Lynn Albin at lalbin@mpccministry.com.

New Free Job Posting, Resume Search Site - This is a free website for resume posters and very inexpensive for supporting companies. It was formed by more than 300 of the Fortune 500 companies to compete with other existing high-fee sites. Another helpful feature, for companies with Affirmative Action Plans, is its Job Central National Labor Exchange, which allows open positions to be posted in one place to satisfy requirements to post positions with state and local governments' employment assistance departments. The site can be accessed at www.jobcentral.com. Check it out.

WORK ONE – Johnson Co., 99 N. Lovers Ln. Franklin, IN 46131. Get Directions- contact: (317) 736-5531 – www.in.gov/dwd - Mon-Fri, 8am-4:30pm.
*Job search databank *State job databank *Unemployment *Free internet use *Free faxing *Free phone usage *Job search workshops
*Veterans' Representative *Resume assistance/books *Career Counselors *Career Club *Job fairs, expo information *Military information
No cost services for employers and applicants!!!!

Business and Professional Exchange - The mission is to be the leading networking and career development organization for central Indiana businesses and professionals. We provide a forum for the sharing of tools, resources, information, skill development and support required to achieve career goals. Participation is open to anyone involved in a job search. This includes professionals and paraprofessionals who are under-employed or unemployed due to down-sizing, layoffs, budget cuts and transfers. BPE also provides employers a source for qualified applicants. The group meets weekly to listen to a speaker, network, learn ways to enhance job search skills, and receive support from others. BPE partners with state employment agencies, recruiters, employers, professional associations and has affiliations with many area Chambers of Commerce. For more information, go to www.bpeindy.org.

Mount Pleasant Christian Church

381 North Bluff Road
Greenwood, Indiana 46142
317-881-6727, ext 244
Fax: 317-881-1936
lalbin@mpccministry.com