

Love INC of Greater Hershey Clearinghouse Manager

Love In the Name of Christ of Greater Hershey is a nonprofit Christian organization dedicated to mobilizing the Church to help people in need. Love INC is seeking a part-time experienced professional to help manage its clearinghouse activities 15-20 hours per week.

Duties include training and supervising volunteers, managing computer infrastructure and software, managing financial records and correspondence and assisting with client needs and referral relationships.

Requirements include excellent verbal and written communications and interpersonal skills. Must be a strong team player, able to work with a variety of people while also possessing the ability to work independently and take initiative. Experience supervising volunteers and or paid staff necessary. Ability to train and influence others required. Must be able to handle multiple priorities effectively and under pressure. Computer skills necessary. Commitment to the Church and its mandate to serve the poor is essential.

Applications may be obtained by phone, mail or at the web site, www.loveincgreaterhershey.org and will be accepted until Thursday, January 19th, 2012. Please send completed applications to dmyrvang@loveincgreaterhershey.org or by fax to 533-6005, or by mail to:

Diana Myrvang
Executive Director
Love INC Greater Hershey
64 W. Chocolate Ave.
Hershey, PA 17033