



## **Employment Opportunities for June 2010**

**PIONEER CLUBS** is an international Christian club ministry for children. Our mission is to serve God by providing the most effective and educationally sound programs to help children follow Christ in every aspect of life. Headquartered in Wheaton, Illinois, we offer a supportive and positive work environment along with competitive salary and benefits. Experience with Pioneer Clubs or Camp Cherith® programs would be a strong plus for prospective candidates, who should also have a passion for children's ministry and be personally aligned with the vision and mission of Pioneer Clubs.

### **SALES CONSULTANT**

Handles all sales activities, from lead generation through close. Implements Sales Plan to meet business goals of expanding customer base and increasing revenue; works to improve customer satisfaction, revenue generation, and long-term account goals in line with the company vision and values. College education with emphasis in Sales/Marketing and two-three years sales experience are required. Experience in church-related children's ministry work as a volunteer or staff member is preferred. Knowledge of Christian education is strongly preferred.

### **DEVELOPMENT DEPARTMENT COMMUNICATIONS ASSISTANT**

Supports the fundraising efforts of Pioneer Clubs® through donor-focused communication that expresses the impact of Pioneer Clubs on the lives of the children we serve, including written appeals, newsletters, brochures and emails. Ideal candidate should be a team player with strong computer, organizational, oral and written communication skills. Will also be required to analyze and report on the results of fundraising activities. Candidate must have working knowledge of Excel, Word, Indesign/Quark, Photoshop, database programs and social media. Candidate must also be willing to provide assistance with administrative tasks and other income-generating activities such as Phonathons, Kids for Kids Hike, church, foundation, and grant solicitations. Position requires a confident self-starter, strategic thinker and a creative problem-solver. Christian ethics and a passion for children's ministry are crucial. Part-time position (20 hours a week) reporting to the Director of Development.

### **HUMAN RESOURCES GENERALIST/ ACCOUNTING COORDINATOR**

Responsibilities include assisting hiring managers in defining position descriptions, responsibilities and qualifications, management of the full cycle recruitment process, preparing new staff orientation and materials and processing payroll, insurance, and tax records for employees. Primary accounting responsibilities include management of Accounts Payable process, reconciling daily cash balance, processing miscellaneous income and expenses as needed and maintenance of accounting files and records. The ideal candidate has proficiency in current technology, including MS Excel, Word, etc., has strong oral and written communication skills. Preferred candidates will have 3-5 years previous Human Resources experience that includes recruiting and retention. 3-5 years previous accounting/bookkeeping experience also desired and Bachelors degree in Accounting preferred. Payroll processing experience and exceptional oral and written communication skills are required.

### **VOLUNTEER POSITIONS**

Pioneer Clubs welcomes volunteers to assist with seasonal projects such as mailings, product package assembling, data entry, warehouse order picking, and building maintenance.

**DIRECT INQUIRIES TO PIONEER CLUBS®**

PRINCIPALS ONLY. NO PHONE CALLS, PLEASE.

**Human Resources Department • [hr@pioneerclubs.org](mailto:hr@pioneerclubs.org) •**

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**For more details on these positions, check out our web site: [www.pioneerclubs.org](http://www.pioneerclubs.org)**