



THE SALVATION ARMY
HARRISBURG CAPITAL CITY REGION
506 S. 29th STREET
HARRISBURG, PA 17104

EMPLOYMENT POSITION AVAILABLE

Position: Seasonal Resource Development Assistant
Department: Harrisburg – Resource Development Services
Availability of Position: ASAP
Schedule: 40 hours/week / Non-Exempt / Seasonal
Reporting Relationship: Resource Development Administrator
Salary and Grade: up to \$30.00 per hour based on experience / 78

The Resource Development Assistant supports the planning, coordination, and execution of fundraising events and communications efforts for The Salvation Army Harrisburg. This role assists the Special Events and Communications Coordinator with event logistics, donor engagement, and administrative tasks to ensure successful and impactful events.

This position requires the utmost confidentiality and attention to detail, as well as the ability to work independently and multi-task in a fast-paced environment.

This position is in-person (not remote or hybrid) Monday through Friday, with occasional flexibility required to accommodate for special events during the evenings or weekends.

Description of Position:

The Seasonal Resource Development Assistant supports The Salvation Army Harrisburg Capital City Region Corps in advancing its fundraising and community engagement efforts. This position plays a key role in the planning and execution of special events, with a primary focus on the annual Shoe Strut fundraiser and silent auction. Responsibilities include event logistics, donor stewardship, auction coordination, administrative support, and community outreach, helping to create exceptional experiences for donors, sponsors, volunteers, and guests.

Working closely with the Development team, this position assists with communications, recordkeeping, promotional materials, and event-day operations while supporting the overall mission and ministry of The Salvation Army. The ideal candidate is organized, detail-oriented, customer-focused, and able to thrive in a fast-paced, team-oriented environment.

As a representative of The Salvation Army, the successful candidate is expected to support and uphold the mission and values of the organization, demonstrating professionalism, integrity, compassion, and respect while serving the community. This position contributes to The Salvation Army's holistic mission of meeting human needs in the name of Jesus Christ without discrimination.

The above list of job duties is not exclusive or exhaustive and the candidate will be required to undertake such tasks as may reasonably be expected within the scope of the post.

Requirements:

- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Excellent verbal and written communication skills
- Strong interpersonal and customer service skills, including professional phone and in-person etiquette
- Proficiency in Microsoft Office, especially Excel and Outlook
- Experience with data management, mail merges, and administrative processes preferred
- Ability to work both independently and collaboratively as part of a team
- Demonstrated ability to coordinate and support projects of varying scale
- High level of professionalism, discretion, and confidentiality

Education & Experience

- Associate's degree or equivalent professional experience (2–3 years) in events, communications, fundraising, or related field preferred

Additional Requirements

- Valid driver's license and ability to meet Salvation Army insurance requirements
- Ability to follow written and verbal instructions with a high degree of accuracy
- Must support and uphold the mission of The Salvation Army
- Compliance with all required background checks and clearances (PA Child Abuse, State Police, FBI)
- Completion of Mandated Reporter training in accordance with PA Act 153 requirements

Contact: Please submit your resume and cover letter as instructed below.

External candidates interested in this position please apply online at <http://careers.salvationarmy.org>.

Internal candidates interested in applying for this position please apply at <http://internal-usesalvationarmy.icims.com>.

No Phone Calls Please.

Released by the Divisional Human Resources Department

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or protected veteran status.

The Salvation Army's Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church.

Its message is based on the Bible. Its ministry is motivated by the love of God.

*Its mission is to preach the gospel of Jesus Christ
and to meet human needs in His name without discrimination.*

Requisition No.