



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

EMPLOYMENT POSITION AVAILABLE

Position: Seasonal Christmas Assistant
Department: Harrisburg – Programs & Services
Availability of Position: October 2026
Schedule: 40 hours/week / Non-Exempt / Seasonal
Reporting Relationship: Programs & Services Chief Administrator
Salary and Grade: \$18.00 per hour / 74

Position Overview:

Coordinate and support the planning, administration, and delivery of seasonal assistance programs by overseeing client services, volunteer engagement, application processing, donation management, inventory control, and distribution activities. Ensure accurate recordkeeping, effective communication with clients, volunteers, donors, sponsors, and community partners, and the efficient execution of program operations to provide meaningful assistance to families while supporting program accountability and community impact. This position is full-time, non-exempt and temporary.

Description of Position:

The Seasonal Christmas Assistant supports The Salvation Army's mission by coordinating the day-to-day operations of seasonal assistance programs, with a primary focus on the Christmas Assistance Program and Angel Tree. This position serves people, assists in the supervision of volunteers, manages application and donation processes, maintains accurate program records, coordinates distribution activities, and supports program reporting. The role also provides operational support for all Christmas initiatives, ensuring that all services are delivered efficiently, compassionately, and in a manner that reflects the mission and values of The Salvation Army.

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:

- High School Diploma or minimum 2 years of experience in human services or related field
- Confidentiality in all areas, mandatory.
- Reliable transportation
- Detail oriented, flexible, and able to work with minimal supervision
- Should be self-motivated and exhibit strong initiative
- Must have excellent organizational and interpersonal skills
- Computer skills required, specifically knowledge of Microsoft Office Suite and experience with Excel
- Must be able to multi-task with ease and confidence
- Should have empathy and a desire to give excellent customer service to all, especially volunteers and clients requesting assistance
- Spanish as a second language preferred, but not required
- Valid Driver's License and able to obtain insurance clearances as determined by The Salvation Army's insurance company
- As a Mandated Reporter, must provide proof of having completed training on recognizing and reporting child abuse meeting the training standards of PA Act 153 of 2014 within 30 days of employment with recurrent training required every five years thereafter.

- Meets the Child Protection Clearances required by PA Act 153 to include PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Record Check.
- Must possess an understanding of and support the mission of The Salvation Army.

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.