



Housing

Roommate Needed - SMU student looking for a roommate or any rental option starting in January and flexible end dates. Anything that is close to the SMU campus would be ideal. I am looking for a place that the rent would be \$850 or under. I am a respectable and responsible young adult and I have no pets.

Contact:
Ellen Case
ecase@smu.edu
214.422.3233

Employment – Available Jobs

Office Manager & Assistant to the President – Full-time Office Manager & Assistant to The President of a small, family-owned Oil & Gas company located in Preston Center. Microsoft Excel and Word proficiency required. Experience required. Health insurance provided. Salary commensurate with experience. Friendly work environment in brand new suite in a building with excellent amenities such as free access to a gym. Send resume to jobs@ShepherdRoyalty.com. <http://shepherdroyalty.com/>

Contact:
Gary Redwine, Holt Redwine,
and Brock Hensarling
jobs@shepherdroyalty.com

Guest Service Greeter - Nothing Bundt Cakes Highland Park is looking for a Guest Service Greeter to help create a warm and welcoming environment in which to serve Nothing Bundt Cakes guests both in person and by telephone. The GSG does side work duties for the Crafting Department, some light cleaning and clerical duties. A GSG must possess a strong sense of teamwork, take initiative, work well under pressure, have an outgoing and friendly personality, be able to multi-task, work with a sense of urgency, and have a genuine care for others' needs. A GSG will introduce walk-in guests to the bakery and products, will suggest creative solutions to guests, suggest the purchase of add-ons and retail to make the product a complete experience, assist phone-in guests with their orders, operate and balance the POS with accuracy and efficiency, collect email addresses from guests, keep retail area clean, swept and neatly merchandised throughout the day. A GSG must be available to work Saturdays and holiday seasons. \$9/hour.

Contact:
Tara Cooper or Eileen Reed
214.485.6006

Handyman Needed - To cut and nail wood, move furniture, fix things. Simple work--no great skills needed.

Contact:
Karen Keller
469.831.3550

Director of Development - This is a FANTASTIC opportunity to be part of the ministries of Sky Ranch, continuing since 1955 to provide programs that enrich lives and build solid Christian character. Who we are: Now holding facilities in three states - Texas, Colorado and Oklahoma, Sky Ranch serves more than 70,000 individuals year-round! In following our foundation of excellence, Sky Ranch strives to provide ministry opportunities for the whole family, from children's summer programs, to SkyMoms ministry for mothers, family camps, school programs, retreat services, and more. Sky Ranch exists to provide people with positive, recreational, fun, and memorable experiences while being exposed to the truths of the Word of God.

Contact:
Elise Rutig
903.266.3305
EliseR@skyranch.org

What you'll get to do: The Director of Development will support the vision and ministries of Sky Ranch by cultivating relationships with donors and potential donors

*This classified runs for two weeks, from Friday to Friday. **Next Deadline: Wednesday, December 12, 2018 at 9 a.m.***

Classified ads DO NOT advertise the following: Events that are not sponsored by PCPC or one of its affiliates; medical products/services; events or services of a political and/or controversial nature; professional/ongoing sales; or babysitting/nanny services. Each approved classified ad will appear in a published PDF document, downloadable via the PCPC web site; ads will run for two consecutive weeks. Ads must be resubmitted if they are to be run again.

Disclaimer: When you submit a classified ad for publication in PCPC Classifieds, you agree that the ad becomes the property of PCPC. Submission of an ad does not constitute a commitment to publish the ad, and publication of an ad does not constitute an agreement for continued publication. PCPC reserves the right to edit, reclassify, revise, reject, or cancel any ad at any time, in its sole discretion. Under no circumstances, including, but not limited to, negligence, shall PCPC be liable for any direct, indirect, incidental, special, or consequential damages that result from the use of information or services. Publication of an ad does not constitute endorsement of the activity or service by PCPC.

who support our ministries, and by meeting annual fundraising goals through a combination of individual giving, partnerships, and special events. This includes identifying, qualifying, and cultivating a list of donors as well as leading a team responsible for data reporting and analysis, managing corporate partnerships, and event planning. The Director of Development will work in partnership with the CEO to create a comprehensive development strategy to maintain and grow the fundraising program at Sky Ranch. He or she will take the lead in implementing the strategy, including timely donor and prospect communication, and ensuring systems are in place to track, report, and effectively manage to desired outcomes. The Director of Development will be well-versed in the development database and help manage, maintain and create reports as well as make sure the office is using all the features needed to be successful. The Director of Development must have the ability to travel to various geographic locations, including travel by car, with some overnight stays. Basic work hours are 8:00 am to 5:00 pm, Monday – Friday, however work may require some overtime, including evenings and weekends, as needed to accomplish the job.

What the right candidates will have: Minimum of three (3) years of experience in a fundraising leadership role with a demonstrated understanding of major gift fundraising and development; Demonstrated commitment to Christian principles and teachings, professionally and personally and support for the Sky Ranch's Doctrinal Statement; Must be able to annually pass the background check process including a review of child safety practices as required for camp accreditation by the American Camping Association; Proficiency with various office software including, but not limited to, Microsoft Office applications and donor management software. Basic internet and social media skills are required. <https://skyranch.org/pages/director-of-development>

Feed My Starving Children – Several Positions

Founded in 1987, Feed My Starving Children (FMSC) is a Christian non-profit that provides nutritionally complete meals specifically formulated for malnourished children. Positions:

- **Site Manager**
- **Assistant Site Manager**
- **Warehouse Specialist**
- **Volunteer Program Supervisor**
- **Volunteer Program Facilitator (Part-Time)**
- **Senior Event Supervisor**

For full position descriptions and to apply, please visit www.fmsc.org/apply.

Contact:

hr@fmsc.org

Jobs at PCPC: <http://www.jobsatpcpc.org/>

- Part-Time (25 hr) Young Adult Female Discipler/Connector
- Full-Time Worship and Music & Arts Production Manager

Contact:

careers@pcpc.org

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