



**Position: Executive Assistant**  
**Reports to: President**

Surrey Services is a growing non-profit organization based in Berwyn. Surrey's mission is to help older adults live in their homes with independence and dignity and to continue as active members of the community. Due to Surrey's recent expansion to include five locations in Chester and Delaware Counties to serve area seniors, a new position has been created to support the president on day to day activities as well as project-related activities. This Executive Assistant position is a full time exempt position with an attractive benefit package.

A successful candidate will have a professional demeanor and presentation and be very detail oriented. This position requires discretion, excellent interpersonal relations and communications skills, as well as exceptional reading, writing and grammar skills. Excellent computer skills in the Microsoft Office Suite are required, including expertise in Power Point and Word. Some flexibility in work schedule is required for early morning meetings.

Surrey is an Equal Opportunity Employer that does not discriminate against persons based on race, color, creed, national origin, disability or age.

Email cover letter and resume with writing samples to Suzanne McElroy at [jobs@surreyservices.org](mailto:jobs@surreyservices.org).

---

**Position: Development Office Coordinator (F/T)**  
**Reports to: Senior Director, Development**

The Development department of Surrey Services in Berwyn is seeking a full-time Coordinator. Candidates for the position **must have** 2 to 3 years development experience and experience with Raiser's Edge or other fund raising software.

Responsibilities include annual fundraising (foundation, corporate and government), sponsor development and maintaining sponsor relations, supporting special events and other fundraising activities, researching prospective funding sources, managing donor appreciation program, supporting special events and other fundraising activities, managing donor appreciation program, coordinating at least three direct mail campaigns per fiscal year and training, coaching and recognizing volunteer staff.

The successful candidate will possess strong writing and organizational skills as well as the ability to multi-task and handle multiple priorities. Applicants must have verifiable skills using Microsoft Office Suite and Raiser's Edge or other fundraising software. A BS/BA degree is required.

Send cover letter, resume and writing samples to Joanne Powell at [jobs@surreyservices.org](mailto:jobs@surreyservices.org).

**Position:** Driver (part time – 8-15 hrs/week)  
**Reports to:** Director of Broomall

Surrey Services is a growing organization whose mission is to help older adults live at home with independence and dignity and to continue as active members of the community. Surrey is currently seeking a mature driver to transport individuals to medical appointments, grocery shopping, and other activities primarily in the Broomall and Berwyn areas. This driver will work 8-15 hours per week. Excellent driving record is required and a strong knowledge of area roads is a must. A qualified candidate will also have good interpersonal skills, flexibility, and a caring attitude. All applicants must have a valid PA driver's license and are required to complete a background check, driving test and drug test.

Surrey does not discriminate against persons based on race, color, sex, creed, national origin, disability, or age. Surrey is an Equal Opportunity Employer. Email cover letter and resume to Joanne Powell at [jobs@surreyservices.org](mailto:jobs@surreyservices.org)

---

**Title:** CNA / HHA positions available  
**Reports to:** Director – Home Care Services

Surrey Services Home Care, a most trusted name in non-medical home care, is currently seeking compassionate, trustworthy and reliable certified nurse assistants and home health aides to service our clients in Chester and Delaware Counties. Surrey Services' mission is to help older adults live in their homes with independence and dignity and to continue as active members of the community. Part-time positions are available to provide our clients with companionship and conversation, meal planning and preparation, light housekeeping, medication reminders, Alzheimer & Dementia care, running errands, personal care assistance (bathing, dressing, and grooming) and more. When applying, please make sure that you have open availability for the evening, day and overnight shifts. We have many cases that require daytime availability.

Applicants should meet the following criteria:

- Must have a minimum of 2 years experience working with the older population.
- Must have current PA driver's license, a reliable car, and current auto insurance (no public transportation is available).
- Must have a current health certificate and negative TB results. A two step TB test is required or a chest X-Ray.
- Must be able to pass a criminal background check.
- Must be able to provide verifiable references.

Surrey is looking for the best caregivers in the area and paying top dollar. Surrey does not discriminate against persons based on race, color, sex, creed, national origin, disability or age. Surrey is an Equal Opportunity Employer. Email resume to [jobs@surreyservices.org](mailto:jobs@surreyservices.org)

---

**Title:** Cleaners  
**Reports to:** Director – Home Care Services

Surrey Services Home Care is currently seeking compassionate, reliable, trustworthy, detail-oriented individuals to provide cleaning services for our clients in Chester and Delaware Counties. Surrey Services' mission is to help older adults live in their homes with independence and dignity and to continue as active members of the community. Positions are available to provide our clients with general house cleaning and laundry services.

Applicants should meet the following criteria:

- Must have a minimum of 2 years experience working with the older population.
- Must have current PA driver's license, a reliable car, and current auto insurance (no public transportation is available).
- Must have a current health certificate and negative TB results. A two step TB test is required or a chest X-Ray.
- Must be able to pass a criminal background check.
- Must be able to provide verifiable references.

Surrey is looking for the best cleaners in the area and paying top dollar. Surrey does not discriminate against persons based on race, color, sex, creed, national origin, disability or age. Surrey is an Equal Opportunity Employer. Email resume to [jobs@surreyservices.org](mailto:jobs@surreyservices.org)

---