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## News, Events & more!



The Mechanicsburg Chamber of Commerce is looking for a qualified Community Relations Marketing Assistant.

Job description and qualifications are available on the Chamber's website:

[www.mechanicsburgchamber.org](http://www.mechanicsburgchamber.org)

## CHAMBER EVENTS

*Watch for Weekly Updates!!*

### *March*

**21 - After-Hours Mixer** - Sponsored by **Karen Trynoski & NextHome Capital Realty**, 2101 Market Street, Camp Hill. 5:00 - 7:00pm.

**28 - AM Strategies... for Business Success** - Lunch edition and networking - **Innovative Primary Care with Dr. Carleen Warner and Laura Wagner** - Location sponsor - **Buhrig's Gathering Place**, 25 E Main St, Mechanicsburg. 11:30am - 1:00pm. Sponsored by UPMC

**30 - Business Leaders Discussion Group at Holiday Inn Express Harrisburg SW** 6325 Carlisle Pike, Mechanicsburg. 7:45 - 9:00am. Members only event.

RSVP to [info@mechanicsburgchamber.org](mailto:info@mechanicsburgchamber.org)

**30 - Major League Baseball's Opening Day** Free Hot Dog courtesy of Jeff, 2 E Main St, Mechanicsburg. 12:00 pm - 1:00pm. While Supplies Last.

For a full calendar of chamber and member events, visit [www.mechanicsburgchamber.org/events](http://www.mechanicsburgchamber.org/events)

## Thank You For Renewing Your Membership!

**Business Men's League**  
**Eckel's Ice Cream Fountain**  
**Patient First**  
**Peaceful Pet Passage**  
**Pheasant Field Bed & Breakfast**  
**Schnader's Concessions, LLC**

Mechanicsburg Chamber of Commerce presents:

# After-Hours Mixer

**Tuesday, March 21**

**5:00 - 7:00 p.m.**

**Hosted by:**

**FREE  
EVENT!**



**Karen Trynoski &  
NextHome Capital Realty**

2101 Market Street  
Camp Hill, PA 17011

Enjoy an evening of networking, refreshments and a chance to win a prize!

RSVPing is easy, simply email [info@mechanicsburgchamber.org](mailto:info@mechanicsburgchamber.org), RSVP online, or call 717-796-0811

Mechanicsburg Chamber of Commerce presents:

## Business Leaders Discussion Group

**Thursday, March 30**

**7:45 - 9:00 am**



**Host Location: Holiday Inn Express  
6325 Carlisle Pike, Mechanicsburg**

Perfect  
for:  
-business owners  
-decision-makers  
-management staff

RSVP to [info@mechanicsburgchamber.org](mailto:info@mechanicsburgchamber.org) or call  
717-796-0811.

This members-only event is free to attend!

**Bring your questions and business topics and hear what others have to say!**

**Mechanicsburg Chamber of Commerce presents:**

**A.M. Strategies ...  
for Business Success**

**Tuesday, March 28**

**7:45 - 9:00 am**

**Innovative Primary Care**

Dr. Carleen Warner  
Medical Director – PinnacleHealth Medical Group

Laura Wagner  
Vice President Operations - PinnacleHealth Medical Group

**Location Sponsor:**



Buhrig's Gathering Place -  
25 E Main Street, Mechanicsburg -  
Parking Available (any Buhrig lot) -  
off Strawberry Avenue

Presented and Sponsored by:



Complimentary light lunch included.

RSVP to [info@mechanicsburgchamber.org](mailto:info@mechanicsburgchamber.org)  
or call 717-796-0811



## Five Ways for Small Business Owners to Attract New Candidates

Writing an attention-grabbing job description can be tricky for any employer looking to attract new candidates. However, if small business owners master creating compelling job descriptions, attracting new applicants will be a breeze.

Small business owners cite attracting new job candidates as a significant source of pain. As large chains may have larger wages and robust benefits packages, competing in this climate can be challenging. Writing a compelling job description that stands out can help small business owners attract new clients without raising starting wages.

Great job descriptions, like great advertisements, make their audiences stop and do a double-take. Job descriptions should be fun and exciting and communicate the spirit of the position. Even the most typical and mediocre-sounding jobs can be heightened with an exciting job description. Therefore, small business owners must do everything possible to write the most compelling job descriptions. A successful job description will make it difficult for any job seeker to resist submitting their application.

Here are five ways for small business owners to write a compelling job description and attract new candidates:

### **1. When writing a job description, business owners should emphasize what makes the position unique.**

The first step small business owners can take to write a perfect job description is to define what makes the open position unique. Employers should be sure to highlight any characteristics of the work that make it an extraordinary opportunity. These characteristics may be daily responsibilities or potentials for advancement in the company. Small business owners should use strong adjectives and action verbs to outline the position and its duties.

### **2. Be sure to communicate the business's culture and values as a part of the job posting.**

Another vital element of writing a compelling job description is breaking down the culture and values of the business. Potential job candidates will appreciate learning more about the company's atmosphere before submitting their applications. Small business owners should describe their expectations for how employees will interact with each other and how they will interact with customers. Furthermore, they should explain how the potential employee will uphold the business's culture and values in their work. Small businesses may even want to include some of their core values and culture on their website.

### **3. Managers should include the business's goals to make a candidate understand how they can support the organization's mission.**

A job description guaranteed to attract applicants includes the business's goals. In particular, small business owners should focus on how the position's duties will aid the company in reaching one or more of its goals. Potential job candidates will appreciate knowing how the work they will be doing will benefit the entire business. Candidates will be more likely to apply for a job that will aid the organization's mission when they understand their duties' roles, and purpose.

### **4. Business owners creating a job description should highlight valuable skills necessary to be successful in the role.**

Small business owners should also include skills in the job description that an applicant will need to succeed. These skills could be extremely specific or relatively broad, depending upon the characteristics of the job. Employers could also list valuable skills candidates may have from past jobs that may not be necessary but still beneficial at this job. Applicants will appreciate knowing how they may be able to apply previous experiences to this position.

### **5. Clearly state any requirements that are mandatory so that qualified candidates can apply.**

An engaging job description should clearly define any requirements for the position. Applicants must know any skills or experience necessary for the work before applying. Furthermore, candidates who fulfill those requirements will be more likely to submit their applications as they know they are well-qualified for the job. Conversely, when job descriptions do not include requirements, potential candidates are deterred from applying as they cannot wholly predict their qualifications, which may include educational requirements such as certifications.

Job descriptions can easily fall flat. When job descriptions lack excitement and flair, the applicants do as well. This results in small business owners being left with a few candidates who are not passionate about the open position.

Employers must dedicate time to writing compelling and engaging job descriptions when a position opens up at their small businesses. Exciting job descriptions can bring in well-qualified and passionate applicants that will ensure the small business's continued success. Investing a little more time in gathering requirements and adding some pizzazz could aid in attracting the ideal candidate!

PaySmart is a payroll provider located in Mechanicsburg, Pennsylvania, supporting small businesses in the Central PA region. We are dedicated to helping small businesses take care of their payroll needs. To learn more about how PaySmart may provide payroll solutions, please get in touch with us at 717-766-1777.

Our New Client Concierge is waiting for you!



## Promoters Continue Pushing Ineligible People to File Employee Retention Credit Claims

This week, the IRS issued a [new warning](#) for businesses to carefully review ERC guidelines before claiming the credit. Many people are seeing aggressive advertising for ERC schemes where promoters charge large fees contingent on the refund amount. We want to emphasize that businesses are responsible for their tax filings and may need to repay the credit plus penalties and interest if claimed improperly.

"There continue to be promoters who aggressively mislead people and businesses into thinking they can claim these credits. If the tax professional they're using raises questions about the accuracy of the Employee Retention Credit claim, people should listen to their advice. The IRS is actively auditing and conducting criminal investigations related to these false claims. People need to think twice before claiming this." - Acting IRS Commissioner Doug O'Donnell

The IRS already [warned of this scheme](#) last year, and Trout CPA [has been cautioning](#) clients as well.

If you have any questions or concerns about the ERC program, please do not hesitate to contact your Trout CPA professional. For additional information, see the AICPA's guide on aggressive practices: [Employee Retention Credit: Fact or Fiction?](#)

Thanks to Alex Halper's convincing, you can attend this PA Chamber event at the member rate because of your membership with us!

Just use Promo Code: WIB2023 when registering



Thursday, March 23, 2023

8:00 a.m. to 4:00 p.m.

*Penn Harris Hotel*

1150 Camp Hill Bypass

Camp Hill, PA 17011

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## Head to the Women in Business Conference – and Don't Forget Your Shoes!

Happy Women's History Month! We're thrilled to be entering a month-long recognition of the vital role that women play in America's past, present, and future. Celebrate these themes with the PA Chamber at our Third Annual Women in Business Conference on **Thursday, March 23** at the **Penn Harris Hotel in Camp Hill, PA**.

You'll have a unique opportunity to network, hear from several dynamic leaders, attend a life coaching session, and learn how to harness your unique talents and level up on your career path. [Our packed agenda](#) allows you to lean in, listen to other dynamic leaders, and come away with the insights and confidence to soar to new heights in your personal and professional lives.

And now ... about those shoes! This event is all about supporting women at all points along their life path – including those who might need a little help in getting to the next step in their journey. If you bring your gently used women's business, business casual, and tennis shoes (sneakers) in all sizes (bagged or boxed), we're proud to partner with Dress For Success's Suits to Careers program and donate those shoes to women in need.

Women in Business Conference attendees will have time to reflect on their own self-care during the day-long event, with opportunities to relax and mingle in our special, Sheetz-sponsored wellness room. We are even offering limited chances to have a new headshot taken – and much more!

We can't wait to see you there!

[Register Today](#)



417 Walnut St., Harrisburg, PA 17101

[www.pachamber.org](http://www.pachamber.org) | 800 225-7224

[Privacy Policy](#)

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# Central PA Wedding Shows

presented by HD

THE YORKTOWNE HOTEL  
 THE ENGLEWOOD  
 Carlisle Ribbon Mill  
 HISTORIC ROUND BARN & FARM MARKET  
 BALLROOM  
*On Broadway*

**OVER \$50K IN CASH AND PRIZES!**

**2/19/23** BALLROOM ON BROADWAY  
**2/26/23** CARLISLE RIBBON MILL  
**3/12/23** THE ENGLEWOOD  
**3/19/23** YORKTOWNE HOTEL  
**3/26/23** HISTORIC ROUND BARN

FREE TICKETS WITH CODE:  
**CPAWS2023GF**

susquehanna

# Style

FX PHOTO BOOTH  
*Remember Your Special Day*

@CENTRALPAWEDDINGSHOWS.COM



@PEREGEIPHOTO

# The Tide<sup>®</sup>



Your Soles ~ Their Souls  
Shoe Drive Fundraiser



Collection from March 12th to May 10th

DONATE/COLLECT SHOES   \*VOLUNTEER   SET UP A DROP OFF LOCATION

\*Community Service opportunities available

## Help support

Literacy Classes in India  
AND  
Microbusiness in  
Developing Countries

by donating your  
NEW or GENTLY USED  
shoes

Find drop off locations



thetide.org/shoes

## "Estate Planning & Trusts"

March 23rd 4pm to 5pm

Presented by Attorney Jessica Fisher Greene

Attorney Jessica Fisher Greene will explain the world of Estate Planning, including Wills, Powers of Attorney, Health Care Powers of Attorney/Living Wills and Trusts. She will discuss what these documents are, why you need them, and the importance of keeping them up to date. Jessica will also talk about the approach for both married couples and single individuals and the different options to consider as you choose personal representatives and agents.

To register for this free webinar, please email [nora@waltersgalloway.com](mailto:nora@waltersgalloway.com).



**Big Brothers  
Big Sisters**  
OF THE CAPITAL  
REGION

**BOWL FOR KIDS' SAKE**  
REGISTER TODAY. IMPACT TOMORROW.

## Time is Running Out!

We are just days away from our first Bowl for Kids' Sake weekend and the remaining lanes are rapidly disappearing!

### 1) Choose a Date.

**Saturday, March 25**

1:00pm & 3:30pm.  
ABC West, Mechanicsburg.

**Sunday, March 26**

2:00pm. ABC West, Mechanicsburg.

**Saturday, April 1**

2:30pm. ABC East, Harrisburg.

**Thursday, April 27**

6:00pm. Midway Bowl, Carlisle.

**Friday, April 28**

6:30pm. Palmyra Bowling, Palmyra.

### 2) Register Today.

CAPBIGS.ORG/EVENTS

### 3) Build your team.

Invite friends, family & coworkers.

### 4) Raise funds.

Support a Little, a Big & a family.

### 5) Party!

Bowling. Pizza. Drinks. Raffle prizes.  
Inspire children to dream BIG!

### DON'T WAIT TO REGISTER YOUR TEAM!

Only 8 lanes remain for our first weekend  
(March 25th & 26th) at ABC West.  
And there are only 12 lanes available for  
April 1st at ABC East.

Bowl for Kids' Sake is a great team building activity. Engage your employees by encouraging them to put together bowling teams, work towards a company-wide fundraising goal and/or set up a fundraising competition.

**CAPBIGS.ORG/EVENTS**

(717) 236-0199 • [events@capbigs.org](mailto:events@capbigs.org)

↓ ↓ ↓  
**IGNITE POTENTIAL!**

Title Sponsor



## GFWC Mechanicsburg

invites you to a benefit for the "Veterans' Village"  
for homeless veterans in Central PA

### "Flavors of Mechanicsburg"

Sunday March 26th, noon-1 & 1-2pm

Tickets \$20 each – 100% to Village

For tickets contact

Melissa Hiler @ 717-919-5460 or Pam Fleck @ 717-697-5015

At - Buhrig's Gathering Place, co-hosts

Sample some of Mechanicsburg's incredible  
restaurants' food while supporting Veterans'  
Village tiny homes!



**A few spaces remain for food related businesses to attend and share their "Flavors of Mechanicsburg"! For businesses participating this is a free event.**

**Please contact:** Pam Fleck at (717)254-6136 or  
Shirl Barnes (717)554-9619 to showcase your tasty specialty and take  
part in this charitable event.

***Chamber Chatter*** is published on-line every Thursday.

We encourage member businesses to send us information on sales, promotions, news and events. It is a great way to promote your business or organization.

*Chamber Chatter* advertisements will remain for up to 4 weeks, or as space permits.

If you have something to share, please submit it by Wednesday at noon to  
[info@mechanicsburgchamber.org](mailto:info@mechanicsburgchamber.org).

**\*\*Chamber Chatter advertising is a FREE member benefit.\*\***

# Job Fair

**Monday, March 27, 2023**



**Mechanicsburg Center  
5228 E. Trindle Road  
Mechanicsburg, PA 17050  
3:00 - 5:00 pm**

## **Employers Attending Include:**

Employers Attending Include:  
Adept Consulting Services Inc  
Angels on Call  
Asbury Bethany Village  
Bimbo Bakeries USA  
Bobby Rahal Automotive Group  
Center for Independent Living  
Country Meadows  
Goodall Pools & Spas

Home Instead  
Mechanicsburg  
School District  
Merakey  
Rohrer Bus Services  
Synergy Home Care  
of Mid Penn  
Thred Up



**Walk in! No appointment!**

# Mechanicsburg Lions Club



*Invites you to attend:*

## Lions Club Open House 2023

### Free Dinner!

**In 1925, Helen Keller challenged the Lions to be the “Knights of the Blind”. Lions International accepted that challenge and have been helping the blind ever since. The Lions have grown to be the largest service organization in the world with 1.4 Million members in 48,000 clubs in 200 Countries!**

Would you like to **give back** to your community through service?

Would you like to learn more about the Lions?

Join the 69 men & women of our club to better our community!

### Reply if Interested!

Where: Buhrig's Gathering Place - 25 E. Main Street - Mechanicsburg, PA

When: Tuesday, April 18, 2023 6:00-6:15 Arrival Time 6:30 Dinner

**RSVP: by April 12<sup>th</sup>**

**Email: [mechanicsburglionsclub@gmail.com](mailto:mechanicsburglionsclub@gmail.com)**

**Phone: 717-516-8401**

**You must RSVP to reserve your place for dinner!**

This event is sponsored by the Lions Club of Mechanicsburg PA-Membership materials will be distributed during the evening.



Sheep Trail through Mechanicsburg:

Families will be invited to visit each participating merchant to record your sheep's name on their Sheep Trail Card. All ages can play. One entry per person. For each completed and correct Sheep Trail Card returned to St. Luke's Church, we will make a \$10 donation to Heifer International. Heifer's mission is to end hunger and poverty in a sustainable way by supporting and investing alongside local farmers and their communities. They are active in 19 countries including the USA.

[www.heifer.org](http://www.heifer.org).

A completed Trail Card will be drawn at random for a prize TBD May 21.

There is no cost to you, just hopefully some benefit in exposure from advertising. If you decide to participate, a sheep will be brought to you April 7 or 8. (No need to feed or water. They promise to be well-behaved.) The completed Sheep Trail Cards will be due to the Church by May 20, and sheep will be rounded up during the week following.

Please contact Carol Henry, Children and Youth Ministry Team Leader, at St. Luke's if you'd like to host a sheep this spring. We will appreciate your response by March 15, please, so we can hire some sheep! We hope to have a minimum of ten merchants play along.

Thanks so much for your consideration and support of this fundraiser for Heifer International.

## Lost

### Have you seen this sheep?

Dear Merchants,

Would you be willing to play a game of Hide and Seek with us this spring? St. Luke's Episcopal Church is sponsoring a **Sheep Trail** through Mechanicsburg!

We will provide

- a 12" plush sheep for you to name and hide in your business with its name tag
- an 8-1/2" x 11" paper sign to display in your front window
- a handful of paper Sheep Trail Cards for families to pick up and complete

Carol Henry:

[kidmin.stlukesmech@gmail.com](mailto:kidmin.stlukesmech@gmail.com) or 717-386-2564

St. Luke's Episcopal Church

8 East Keller Street, Mechanicsburg, PA 17055

Office 717-766-5182

RELAX  
& RIDE,  
CARLISLE



Shuttle: BWI • Dulles

RelaxAndRideCarlisle.com

Have upcoming travel? Employee shuttle needs?  
 A driver for personal appointments?  
**You're invited to attend....  
 an upcoming**

### \*Free Lunch and Learn

**all events begin at Noon  
 location - The Carlisle Chamber of Commerce**

join us for a 30 minute informative session about RELAX & RIDE.  
 Learn about our local/airport shuttle and the community services we offer.

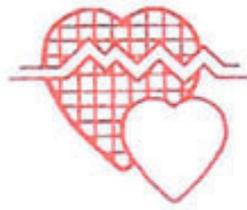
Our monthly events provide additional details on our local business, our existing partnerships, and how we operate to serve the needs of our clients.  
**Sign up at [www.relaxandridecarlisle.com](http://www.relaxandridecarlisle.com) - Lunch and Learn**

### EVENT DATES:

\*March 23rd

\*April 20th

\*May 18th



# HealthQuest Training

Don't Run Out of Time...Renew Your CPR Certification Today!

- Serving Southern Pennsylvania and Central Maryland
- American Heart Association Training Center BLS for Providers
  - CPR, AED, First Aid, Friends and Family Classes
  - Skills Checks and Classes

**Contact: Vonda R. Barber 410-988-9441**

[sgjathehealthquest@aol.com](mailto:sgjathehealthquest@aol.com)

[www.HEALTHQUESTTRAINING.COM](http://www.HEALTHQUESTTRAINING.COM)

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Mechanicsburg Lions Club  
3<sup>rd</sup> Annual "We Serve" Golf Tournament

July 14, 2023 @  
Mayapple GOLF CLUB

LIONS INTERNATIONAL We Serve

## Lions Club of Mechanicsburg PA 2023 -"We Serve" Golf Tournament

Calling all men and women who enjoy golf, good food, and fellowship. It's never too early to be thinking about warm weather and golf. This is a save the date announcement to let you know that our 3<sup>rd</sup> annual **"We Serve" Golf Tournament will be held on Friday, July 14, 2023**. Mayapple Golf Club will be hosting our tournament. We will have an 8am shot gun start with lunch to follow at Fiddler's Bar & Grill at the golf course. So mark your calendars now and plan to join us for a fun-filled day of golf and dining with your friends. Registration forms and more details will be made available in early April.

[Click here for Sponsorship information](#)

# JAZZ ME BAND

KIRK WISE UPCOMING  
SOLO, DUO & BAND  
PUBLIC DATES

Fri. 3/17- St. Patricks Day - Brewhouse Pub,  
Camp Hill...Kirk solo 9 AM-Noon

Fri. 3/17 – Totem Pole Tasting Room,  
Mechanicsburg ....Kirk solo 6 - 8:30

Sat. 3/18 - Tattered Flag Brewing,  
Middletown...Kirk solo 5-8

Mon. 3/20 - Greystone Brew House,  
Dillsburg...Kirk solo 6 - 8:30

Thurs. 3/23 - Sage Cafe, Carlisle...  
Kirk solo 6 - 8

Fri. 3/24 - Mountain Ridge Church Song  
Night, Dillsburg 6-8

Sat. 3/25 - Capt. Bob's Crabs , Railroad PA...  
Kirk solo 5:30-8

Sun. 3/26 - Wolf Brewing Brunch,  
Mechanicburg...Kirk solo 11-2

Mon. 3/27 - Greystone Brew House,  
Dillsburg...Kirk solo 6 - 8:30

For complete up-to-date  
schedule, information,  
and photos go to  
[www.jazzmeband.com](http://www.jazzmeband.com)

**Bookings: call Kirk at 717-979-0341 or  
E-mail [wisemotors@aol.com](mailto:wisemotors@aol.com)**

**Tour sponsors:  
FARNHAM INSURANCE,  
MEMBERS 1st F. C. U.,  
CLASSIC DRY CLEANERS, STUDIO D &  
LANDON WISE PHOTOGRAPHY**



**For FREE assistance  
with TAX PREPARATION**

**Call - United Way of the Capital  
Region 717-724-4077 or  
email - [miyp@uwcr.org](mailto:miyp@uwcr.org)**

## FREE TAX PREPARATION!

*Families (2 or more people) who made \$60,000 or less and individuals who made \$45,000 or less in 2022 may be eligible to receive FREE tax preparation through the Money in Your Pocket (MIYP) program! Review the following information BEFORE arriving at a site.*

**You MUST bring the following documents to have your taxes prepared:**

- Valid photo ID (driver's license, military ID, etc.) for taxpayer and spouse.
- Original Social Security card or Individual Taxpayer Identification Number (ITIN) for you, your spouse, your children and other dependents included in your tax return.
- Your current Identity Protection PIN number issued by the IRS (if you have one) for each year's taxes that you need prepared.
- Printed copies of all year-end tax forms you have received in the mail. (We cannot use electronic files from phones.)
- If you received health care from the marketplace, bring your form 1095-A. (We cannot prepare your return without it.)

**Also bring the following information if it is available:**

- Previous year's federal and state tax returns. (We can only access prior year returns for clients who used MIYP last year.)
- If you wish to have your refund deposited directly into your checking or savings account, bring a blank check or other documentation from your bank/credit union that shows your account number and the routing transit number.
- If you expect to claim a credit for child or dependent care, bring the child care provider's address and Employer Identification Number (EIN) or their Social Security number.

**\*\*MASKS MAY BE REQUIRED AT SITES\*\***

**For more information on tax prep sites, contact United Way of the  
Capital Region at 717.724.4077, or e-mail [miyp@uwcr.org](mailto:miyp@uwcr.org).**

Please do not call sites directly unless a number is listed.

**TAX PREPARATION WILL BEGIN ON JANUARY 30, 2023 AT THE FOLLOWING SITES:**

### CUMBERLAND COUNTY

**Boiler Memorial Library**   
158 W. High St., Carlisle  
Appointment only. Call 717.724.4077  
to schedule.  
Fridays: 1-4 p.m.

**Employment Skills Center**   
29 S. Hanover St., Carlisle  
Tuesdays, Thursdays: 5:30-7 p.m.

**First Christian Church of Lemoyne**   
442 Hummel Ave., Lemoyne  
Appointment only. Call 717.724.4077  
to schedule.  
Thursdays: 6-8 p.m.  
Saturdays: 9 a.m. - noon (Select dates.)

**Messiah University**   
Frey Hall, Rm. 150  
One University Ave., Mechanicsburg  
717.796.1600, ext. 7300  
Mondays: 5:30-7:30 p.m.  
(Opens 2/27, Closed 4/10.)

**New Hope Ministries, Inc.**   
5228 Trindle Rd., Mechanicsburg  
Wednesdays: 5:30-8:30 p.m.

**Penn State Dickinson Law**   
150 S. College St., Rm. 104, Carlisle  
No appointment needed.  
Wednesdays: 5-8 p.m. (Closed 3/8.)

### The Professional & Educational Empowerment Center (PEEC)

219 N. Pitt St., Carlisle  
Mondays: 5:30-7:30 p.m.  
Saturdays: 10 a.m. - 4 p.m. (2/25 & 4/1 only.)

**Shippensburg University**   
Diller Center, 29 E. King St., Shippensburg  
Wednesdays: 5-9 p.m.  
(Opens 2/1, Closed 3/8.)

**Tri County Community Action**  
123 N. Enola Dr., Enola  
Appointment only. Call 717.724.4077  
to schedule.  
Wednesdays: 10 a.m. - 2 p.m.

### DAUPHIN COUNTY

**Belco Community Credit Union**   
449 Eisenhower Blvd., Harrisburg  
Appointment only. Call 717.724.4077  
to schedule.  
Wednesdays: 5:30-8 p.m.

**Market Square Presbyterian Church**   
20 S. Second St., Harrisburg  
Tuesdays, Thursdays: 9:30 a.m. - 1 p.m.  
(Site will also be open on 1/26.)

**Middletown Public Library**   
20 North Catherine St., Middletown  
Mondays: 5-8 p.m.

### Tri County Community Action

20 Clearfield St., Elizabethtown  
Appointment only. Call 717.724.4077  
to schedule.  
Tuesdays: 9 a.m. - noon

**Tri County Community Action**   
1514 Derry St., Harrisburg  
Tuesdays: 6-8:30 p.m.

**Widener Law Commonwealth &  
Central PA Law Clinic**   
3605 Vartan Way, Harrisburg  
Appointment only. Call 717.724.4077  
to schedule.  
Saturdays: 9 a.m. - noon

### PERRY COUNTY

**Perry County Literacy Council**   
133 South 5th St., Newport  
Appointment only. Call 717.567.7323  
to schedule.  
Mondays: 5-8 p.m. with other evenings and  
some Saturdays.

**Tri County Community Action**  
8407 Spring Rd., New Bloomfield  
Appointment only. Call 717.724.4077  
to schedule.  
Thursdays: 10 a.m. - 4 p.m.



## **LEGAL ASSISTANT Walters & Galloway, PLLC**

Law firm in downtown Mechanicsburg is seeking a full-time assistant to support various legal practice areas including Litigation and Estate Administration.

Responsibilities and qualifications include:

Ability to maintain the highest level of confidentiality.

Proficient personal computer skills, including Microsoft Office and Excel.

Excellent interpersonal, written, and oral communication skills.

Ability to prioritize, remain organized and multi-task in a fast-paced environment.

Follow up in a timely manner to ensure client satisfaction.

Ability to work in a team fostered environment.

Be accountable for all decisions, actions, and directives with respect to job responsibilities.

Perform other administrative duties as assigned by management.

Salary commensurate with experience. Interested candidates should e-mail their resume to [nora@waltersgalloway.com](mailto:nora@waltersgalloway.com).

## **Receptionist**

Walters & Galloway is looking to hire a receptionist to be the face of the office; fostering relationships with our clients and executing clerical duties to keep the office running efficiently.

The ideal candidate will be client oriented, friendly and have the ability to multi-task.

Responsibilities and qualifications include, but are not limited to:

Ability to maintain the highest level of confidentiality.

General office work including but not limited to answering telephones and greeting clients as they enter the office.

Proficient personal computer & secretary skills, including Microsoft Office and Excel.

Excellent interpersonal, written, and oral communication skills.

Ability to prioritize, remain organized and multi-task in a fast-paced environment.

Follow up in a timely manner to ensure customer satisfaction.

Ability to work in a team fostered environment.

Salary commensurate with experience.



BOARD OF CHILD CARE

## Take Action! PA Kids Need Your Help

Board of Child Care's Mechanicsburg Programs - formerly the United Methodist Home for Children - have an urgent need for **Summer Youth Care Professionals!**

Join an inspired team of professionals who are transforming the lives of youth and enriching communities, one family at a time.

[BOARDOFCHILDCARE.ORG/PACAREERS](http://BOARDOFCHILDCARE.ORG/PACAREERS)



*Sharing Christ's love by meeting human needs*

## Job Opportunities!

- **Employment Program Manager:** Seeking a caring and professional individual to manage our York County self-sufficiency and employment programs, which offer supportive programming for families in poverty.
- **Housing and Homeless Services Coordinator:** Seeking a caring and professional individual to manage our Mechanicsburg-based housing and homeless assistance program.
- **Housing and Homeless Services Coordinator:** Seeking a caring and professional individual to manage our Hanover-based housing and homeless assistance program.
- **Facilities Manager:** Seeking a dedicated individual to serve as our Facilities Manager. This person will be responsible for management of grounds, facilities, equipment, and maintenance for the agency.

For more information, visit [www.nhm-pa.org](http://www.nhm-pa.org) or call 717-432-2087

## Seeking HOSTS for 2023 EVENTS

- After-Hours Chamber Mixer
- Business Women's Networking Luncheon
- Business Leaders Discussion Group

BE A HOST and showcase your business, service and more...

For more information - on HOSTING AN EVENT  
contact the Chamber office at 717-796-0811 or email - [info@mechanicsburgchamber.org](mailto:info@mechanicsburgchamber.org).

# ATTACKING CANCER TAKES A COMMUNITY



## Relay For Life of West Shore

Presented by Delta Dental of Pennsylvania

Saturday, June 24, 2023

2pm - 10pm

Messiah University - Starry Athletic Complex



Join us for a day of games, activities, fighting cancer and much more!! Scan the QR code to register for or donate or visit [www.relayforlife.org/pawestshore](http://www.relayforlife.org/pawestshore)

## FREE HOT DOG ON MARCH 30



To celebrate the official start of baseball season, Mechanicsburg Chamber's Executive Director and baseball fanatic, Jeff Palm, will once again grill hot dogs for the community on **Thursday, March 30th**.

A stand will be set up from **12:00 - 1:00 p.m.**, or while supplies last, on the corner of Main and Market Streets in downtown Mechanicsburg in front of PNC Bank, 2 E Main St.

*Stop by and enjoy a free hot dog, courtesy of Jeff!*