



Every Good Gift, a job training ministry for young single mothers from generational poverty, has an opening for an Administrative Assistant. This is a 10-15-hour per week position that will primarily involve working in Glenside, PA. The position begins immediately.

The Administrative Assistant coordinates projects and duties within the office. This is to be done in a manner that is faithful to biblical truth, preserves the relationship with partner ministries, and honors the statement of faith, mission statement, vision, goals, and affirmations of Every Good Gift.

Applicants for the Administrative Assistant role should possess:

- A strong Christian faith and Biblical values
- Strong organizational and communication skills
- Proficiency in computer applications (Google applications preferred)
- Ability to multitask and prioritize multiple assignments
- Reliability with time sensitive deadlines and tasks
- A reliable vehicle (mileage will be reimbursed).

Candidates must pass FBI, criminal and child abuse checks, and exhibit reliability, confidentiality, and resilience under pressure.

To learn more about Every Good Gift visit [www.everygoodgift.org](http://www.everygoodgift.org). If interested, submit your resume and cover letter to [jillpage@everygoodgift.org](mailto:jillpage@everygoodgift.org).