



Every Good Gift, a job training ministry for young single mothers from generational poverty, has an opening for a Program Coordinator. This is a 20-hour per week position that will primarily involve working in Glenside, PA. The position begins in July 2024.

The Coordinator manages product creation to fulfill orders, creates inventory, and ensures delivery of weekly workshops and Bible studies by guest speakers, while also providing spiritual care and fostering a supportive environment for employees and volunteers. Additionally, the Coordinator maintains communication with the ED and host churches and receives and distributes material donations to employees.

Applicants for the Program Coordinator role should possess:

- A strong Christian faith, Biblical values and demonstrable empathy in working with others.
- Strong organizational and communication skills, and proficiency in computer applications.
- Previous experience working with marginalized communities, particularly women from generational poverty, is preferred.
- Skill in making EGG's products is a plus.
- A reliable vehicle (mileage will be reimbursed).

Candidates should additionally have concern for young women in need, deep Christian faith, skill in applying scripture to all areas of life, related education, familiarity with generational poverty, and the ability to simultaneously supervise volunteers, employees, and product creation. 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. If interested, submit your resume to jillpage@everygoodgift.org.