

# Administrative Assistant – KidsLife Ministry

**Part-Time (5 hours/week)**

**New Life Glenside**

New Life Glenside is seeking a detail-oriented **Administrative Assistant** to support the KidsLife Director. This role helps ensure smooth operation of our children's programs through administrative organization, volunteer coordination, and communication with families and staff.

## **Key Responsibilities**

- Provide general administrative support for KidsLife programs.
- Assist with volunteer coordination and child safety processes.
- Maintain attendance records and manage event sign-ups.
- Help organize curriculum materials and classroom placements.
- Handle basic payment documentation and receipt submissions.

## **Qualifications**

- Strong organizational and communication skills.
- Active follower of Jesus Christ and regular attendee of New Life Glenside.
- High school diploma (college or ministry training preferred).
- Ability to obtain required clearances.

## **Status**

Part-time, 5 hours per week; no benefits.

Reports to the KidsLife Director.

## **To Apply:**

Please submit your résumé to [vpellerito@gmail.com](mailto:vpellerito@gmail.com).