

JOB OPENING



Position Title: Executive Assistant

Where: Lewistown, PA

Part Time Position

Job Description:

General bookkeeping procedures; entering, maintaining and balancing accounts; employee payroll; filing; mailing.

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Be a responsible person who has a high level of personal and spiritual integrity
- Be able to work independently
- Accounting experience preferred
- Knowledge of QuickBooks or similar software accounting system

Hiring Contact:

For more information or an application

Cindy Mansberger, Executive Director of CPC

Phone: 814-643-3570

Email: director@cpcfornlife.org

Crossroads Pregnancy Center (CPC) is a Christian ministry dedicated to upholding the sanctity of human life and spreading the gospel of Jesus Christ. We do this by reaching out to people in our community who are facing pregnancy related issues.

www.cpcfornlife.org / www.crossroadspcs.org