



## **ABHMS is hiring! Project Assistant**

For nearly two hundred years, American Baptist Home Mission Societies has answered God's call to develop and equip Christian leaders to make a positive impact in people's lives. We promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities in partnership with American Baptists and others.

ABHMS is looking to hire a part-time/as-needed Project Assistant. The Project Assistant will provide administrative support to project directors and other team members by assisting in maintaining project files and records. This role works closely with the assigned project director/team member. The successful candidate will be able to work in our corporate offices in King of Prussia approximately 10-15 hours per week during our regular business hours.

- Do you enjoy working on diverse tasks and ensuring they are completed accurately and in a timely manner?
- Do you enjoy working with different people?
- Are you a natural organizer?
- Is it important for you to work for an organization that advocates for all God's people?

Then this might be an excellent opportunity for you!

### **Core Responsibilities**

- Assist with document filing
- Review files to ensure accuracy and ensure all required materials are organized and up to date
- Occasional support of front desk operations by greeting visitors, handling inquiries, and maintaining a welcoming environment
- Facilitate office management tasks such as filing systems and document organization
- Other similar and related duties may be assigned on a per-project basis

## Experience

- Prior office experience or administrative support roles demonstrating strong organizational skills
- Familiarity with office management software such as Word and Excel
- Experience working with multi-line phone systems and front desk operations in a professional setting
- Proven skills in data entry, proofreading, filing, and general clerical tasks
- Excellent time management skills with the ability to prioritize tasks efficiently in a fast-paced environment
- Able to work in King of Prussia offices on a regular schedule: 10-15 hours per week during Monday-Friday office hours (Start and end times are flexible).

Join us in this vital role where your organizational talents will directly support our mission-driven projects! We value dedicated professionals eager to make a positive impact through their administrative expertise.

**ABHMS** is a great place to work! We offer a safe, professional work environment located at 1075 1st Avenue, King of Prussia, Pa.

ABHMS is an equal opportunity employer. We do not discriminate and take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

If interested in applying: send the following via email to [LMiraz@abhms.org](mailto:LMiraz@abhms.org)

- Cover Letter & Current Resumé