



## Position Available: Counselor & Administrative Assistant

### **Job Description**

CCEF New England has a part time position open for a female biblical counselor and administrative assistant. The primary duty of the job will be counseling, with other duties including intake and office management. This position includes benefits and will start at 22 hours per week with the potential to expand to full time. Qualified applicants are encouraged to complement this role by applying to be a Recitation Instructor through CCEF's School of Biblical Counseling.

### **Qualifications**

Applicants for this position should have completed:

- Counseling experience: 2 years full time counseling or equivalent
- Theological training: MA in theology or biblical studies or equivalent
- Counseling training: All three certificates (Foundations, Topics and Counseling skills) through the Christian Counseling and Educational Foundation (CCEF) or equivalent
- Administrative experience

### **Compensation and benefits**

- Part time salary commensurate with experience
- Retirement plan
- Healthcare stipend

### **Contact information**

Interested applicants should submit a cover letter and resume to CCEF New England at [newengland@ccef.org](mailto:newengland@ccef.org).