

**Pennsylvania Association for Gifted Education  
(PAGE)**

**Executive Administrative Assistant**

Work from home  
Part time: 15 – 20 flexible hours/week  
(Pay \$1000-1250 a month)

**The Pennsylvania Association for Gifted Education (PAGE)**

Is seeking candidates to work with a Non-profit Volunteer Board. Must have strong administrative skills, minimum of 3 years of experience with proficiency in MS Office, MS Access database management, Excel, Mail Merge, Constant Contact, and pdf conversion. Must be organized and detail oriented with excellent oral and written communication skills and the ability to support a variety of projects and tasks with accuracy.

**Application**

To: Dr. Judith Mosse, PAGE President  
P.O. Box 15350  
Pittsburgh, PA 15237

Letter of Interest

Resume

Three (3) References with names and contact information  
(Not to include a PAGE Board Member)

**\* Deadline to apply: JULY 15**