



**advokate**  
LIFE & EDUCATION SERVICES

## Employment Opportunity

**Job Title:** Prince George Client Services Assistant | Hope for Women

**Status:** Casual, In-Person, 2-3 days/week

**Hours:** 12-18 hours per week

**Pay:** \$22-24 per hour (Commensurate with experience)

**Position Summary:** *Do you long to be employed in a career that really matters?* The Hope for Women Pregnancy Center, an initiative of the charity Advokate Life & Education Services Society, is searching for a compassionate, organized, and purpose-driven individual for the Client Services Assistant position in their Prince George, B.C. location.

The **Client Services Assistant** provides client care services as well operational support to the Site Manager at the Hope for Women Pregnancy Centre in Prince George, B.C. This in-person casual role supports both the day-to-day functioning of the centre and as well as on-going care for clients. The Client Services Assistant ensures that clients are cared for with compassion, volunteers are well-supported in their roles and ensures that the centre operates efficiently.

The ideal candidate has experience in social services, administrative skills, a heart for women and children, and has enthusiasm for our cause. The hours for this position can be flexible for the right candidate.

### Key Qualifications:

- Fully committed to the society's vision, mission, and values. ([www.advokate.ca/en/about](http://www.advokate.ca/en/about))
- Warm and personable; has an ability to create a welcoming and professional atmosphere. Makes people feel at ease.
- Organized with a strong attention to detail and follow-through.
- Skilled with written and verbal communication.
- Ability to plan, organize, and multi-task when needed.
- Maintains positive relationships with clients and volunteers.
- Professional with data entry and/or recording client information.
- Flexible and adaptable with a collaborative approach.
- Proactive with problem-solving.
- Demonstrates emotional maturity and self-awareness when working with sensitive client situations.

**Major Responsibilities:**

*Thriving in a role that supports the day-to-day client services and operations of the Prince George Hope for Women location, the ideal candidate will be responsible for:*

- Providing direct client services (including peer counselling and program support).
- Coordinating client appointments, follow-ups, and ensure database accuracy.
- Assisting the Site Manager with administrative tasks and general office management.
- Supporting volunteer scheduling, onboarding, and communication.
- Maintaining supplies, inventory, and resource materials for client and volunteer use.
- Maintaining accurate records regarding centre activities.
- Supporting the implementation of client programs (e.g., Prenatal classes, Moms groups, etc.)
- Ensuring cleanliness, organization, and readiness of the centre for daily operations.
- Assisting with local fundraising initiatives and events coordinated by the Development team.
- Travelling to the Lower Mainland to participate in staff events & retreats in-person.

**Preferred Education, Training & Experience:**

- Some post-secondary education or training in counselling, social services, psychology, or a related field preferred.
- Some experience in social services, administration, or non-profit work. *Experience at a crisis pregnancy centre considered an asset.*
- Proficiency with basic computer applications and database management.

**Position Start Date:** Available for immediate start.

**Please email resume and cover letter to:**

**Janoah Fisher**

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