



advokate
LIFE & EDUCATION SERVICES

Employment Opportunity

Job Title: Prince George Site Managers Assistant

Hours: 20 hours per week, Monday to Friday, Hours to be determined

Pay: \$18 - \$21 per hour

Benefits: 2% matching RRSP and Employer paid health benefits

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 an experienced and passionate individual for the Site Managers Assistant position in their Prince George, B.C. location.

The Prince George Site Manager's Assistant provides support for the Prince George Site Manager in managing the day-to-day activities of the Hope for Women Pregnancy Centre in Prince George, BC. This includes working with clients and volunteers and providing administrative support when needed.

The ideal candidate has experience in counseling, has strong administrative abilities, has a heart for women and children, and is enthusiastic about our cause. The hours for this position can be flexible for the right candidate.

Major Responsibilities:

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

- > Provide direct client services, including counselling.
- > Assist in recruitment and management of volunteers.
- > Assist with the daily running of the Prince George office.
- > Assist with the execution of fundraising events.
- > Assist with representing Advokate and Hope for Women to community, religious, and other relevant organizations (to broaden support base).

Knowledge, Skills & Abilities:

- > Excellent written and verbal communication skills.
- > Excellent interpersonal skills and adept at building long-term relationships and making people feel at ease.
- > Ability to work independently and to plan, organize and multi-task while paying attention to detail.
- > Strong problem-solving ability.

Preferred Education, Training & Experience:

- > Post-secondary education with courses in practical psychology, social services, counselling, or related field.
- > One year of counselling training and/or experience.
- > Experience working or volunteering at a pregnancy care centre
- > Experience working in a non-profit environment.

Other Requirements:

- > Able to work flexible hours.
- > Fully committed to Advokate's vision, mission and values.
- > A valid BC class 5 driver's license and provision of own transportation

Application Deadline: July 15th, 2022

Position Start Date: August 22nd, 2022

Please email resume and cover letter to:

Chelsea Wood

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