



**advokate**  
LIFE & EDUCATION SERVICES

## Employment Opportunity

**Job Title:** SHIFT Assistant

**Hours:** Part-Time, 10-20 hours per week

**Position Summary:** Do you long to be employed in a career that makes an impact on the lives of Youth? Advokate Life & Education Services Society, a rapidly growing mid-sized charity based in Abbotsford, BC, is searching for an assistant for their Sexual Health and Intimacy for Teens (SHIFT) program. The SHIFT Assistant, who will work closely with the Manager of Sexual Health Education, will be responsible for delivering SHIFT presentations to middle and high schools in the Lower Mainland and Fraser Valley as well as handling administrative tasks for the SHIFT program.

The ideal candidate is enthusiastic about working with students, enjoys public speaking and has a career focus on education or social work. The hours for this position can be flexible for the right candidate.

### **Major Responsibilities:**

*Thriving in a role that supports the growth of Advokates SHIFT program, the ideal candidate will enjoy public speaking, working with youth, and presenting facts to students that encourage healthy conversations about sexual integrity. They will be responsible for:*

- > Delivering SHIFT presentations to secondary students.
- > Answering questions from teachers and students.
- > Collecting feedback forms and delivering them to the SHIFT Manager.
- > Going through feedback forms.
- > Collecting highlights from presentation feedback
- > Compiling feedback and assisting in implementing new topics into presentations.
- > Sending teachers Student Feedback email following a presentation.
- > Compiling quotes to be included in board reports, websites, and other promotional material.
- > Preparing thank you letters asking for endorsements.
- > Flexible with presenting online if necessary.
- > Assisting the SHIFT Manager in whatever capacity needed to support the program.

### **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.
- > Strong presentation and public speaking skills.

**Preferred Education, Training & Experience:**

- > Bachelor's degree in education, psychology, biology, or social service.
- > One year of prior teaching experience.
- > Familiarity with the BC high school curriculum.

**Other Requirements:**

- > Ability to work flexible hours.
- > Fully committed to Advokate's vision, mission, and values, including a commitment to teaching and affirming abstinence as the best way to avoid sexually transmitted infections (STIs) and unplanned pregnancies.
- > A valid BC Class 5 driver's license and provision of own transportation.
- > Ability to commute within the Fraser Valley and Lower Mainland of B.C., including (but not limited to) Abbotsford, Chilliwack, and Hope.

Please email resume and cover letter to:  
Marie Van de Leur  
**marie@advokate.ca**