



advokate
LIFE & EDUCATION SERVICES

Employment Opportunity

Job Title: Abbotsford Site Managers Assistant

Hours: Temporary Part-time, 10am – 4pm, 4 days per week (days to be determined)

Pay: \$18 - \$21 per hour

Benefits: 2% matching RRSP and Employer paid health benefits

Position Summary: 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 Abbotsford, B.C. location.

The Abbotsford Site Manager's Assistant provides support for the Abbotsford Site Manager in managing the day-to-day activities of the Hope for Women Pregnancy Centre in Abbotsford, 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. This position is a temporary leave coverage with the potential to become permanent.

Major Responsibilities:

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

- > Providing direct client services/counselling
- > Assisting in the recruitment and management of volunteers.
- > Assisting with the daily running of the Abbotsford office.
- > Assisting with the execution of fundraising events.

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 center
- > 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

Please email resume and cover letter to:

Marie Van de Leur

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