

Employment Opportunity

Job Title: Prince George Site Managers Assistant- Hope for Women

Hours: 4 Hours per day, Mon-Fri, Part Time, Hourly

Salary: Commensurate with experience

Benefits: RRSP Matching and MyHSA Health Spending Account

Position Summary:
Do you long to be employed in a career that really matters? The Prince George 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, social services or a related field, has a heart for women and children, and is enthusiastic about our cause.

Key Qualifications:

- Strong life affirming values
- Fully committed to the society's mission, vision and values (www.advokate.ca/en/about)
- 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 presentation skills and problem-solving ability.



Preferred Education, Training & Experience:

- Some post-secondary education in psychology, social services, counselling, or related field.
- One years of counselling training and/or experience.
- Experience working or volunteering at a pregnancy care center.
- Experience working in a non-profit environment.

Major Responsibilities

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

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

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

HOPE In Action

advokate.ca