

Employment Opportunity

Job Title: Langley Site Manager's Assistant- Hope for Women

Starting Date: July 4th, 2023

Hours: Mon-Fri, 30 hours per week

Salary: \$18-\$21 per hour

Status: Temporary Employee - Maternity Leave Coverage

Position Summary:

Do you long to be employed in a career that really matters? Hope for Women Pregnancy Services in Langley, an initiative of the charity Advokate Life & Education Services Society, is searching for an experienced and passionate individual for the Site Managers Assistant position.

The Site Manager's Assistant provides support for the Site Manager in managing the day-to-day activities of Hope for Women Pregnancy Services. This includes working with clients and volunteers, providing administrative support when needed and managing various Hope for Women social media accounts.

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.
- Some counselling training and/or experience.
- Experience working or volunteering at a pregnancy care center is considered an asset.
- Experience working in a non-profit environment is considered an asset.

Major Responsibilities

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

- Providing direct client services, including counselling.
- Sorting donations and organization of our baby boutique.
- Assisting in recruitment and management of volunteers.
- Assisting with the daily running of the Langley office.
- Assisting with fundraising events as requested.
- Create and deliver the content of various Hope for Women social media accounts (Facebook, Instagram, and TikTok).

**Please email resume and cover letter
to: lisa.b@hopeforwomen.ca**