

## Employment Opportunity

**Job Title:** Abbotsford Assistant Manager | Hope for Women

**Hours:** 35 hrs/week, In-Person, Monday-Friday

**Salary:** \$43,680 - 47,320 (commensurate with experience)

**Benefits:** 2% matching RRSP. Employer-paid extended medical and dental benefits as well as 2 weeks' vacation in the first year.

### 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 compassionate leader for the Assistant Manager position in their Abbotsford, B.C. location.

The Abbotsford Assistant Manager will assist the Abbotsford Site Manager in overseeing the Hope for Women Pregnancy Centre in Abbotsford, BC. This includes managing client services and volunteers, as well as related resources and managing other operational areas to fulfill or achieve Advokate's mission.

### Key Qualifications:

- Excellent written + verbal communication skills; Demonstrates computer literacy.
- Skilled at building long-term relationships with clients and volunteers.
- Highly organized with superior attention to detail.
- Proficient in data entry + client information.
- Ability to work independently and to plan, organize, and multi-task when needed.
- Confident presenting + facilitating groups of people.
- Demonstrates problem-solving ability.
- Flexible and adaptable.
- Works well under pressure, stress, and in crisis situations.
- Demonstrates self-awareness.
- Believes strongly in the inherent worth, dignity + life of every person at all ages.
- Fully committed to Advokate's mission, vision and values.

([www.advokate.ca/about-us](http://www.advokate.ca/about-us)).



### Major Responsibilities:

*Thriving in a role that assists in managing daily client services and operations of the Abbotsford Hope for Women location, the ideal candidate will be responsible for:*

- Assist in providing direct client services.
- Maintain related supplies, and educational and referral resources, for both clients and volunteers.
- Assist with administration tasks and daily operations. Oversee all operational aspects of the centre when the Site Manager is unavailable.
- Maintain accurate and detailed statistics and records regarding all activities of responsibility within the pregnancy center.
- Assist in managing other staff, volunteers, and interns.
- Assist with LiveChat texting support for clients during the day as needed.
- Co-facilitate and prepare centre events, social support programs, and classes.
- Participate and engage in fundraising events facilitated by the Advokate Development team a few times a year.

### Preferred Education, Training & Experience:

- 2+ years of post-secondary education in either practical psychology, social services, counselling, or a related field.
- 1+ years of counselling training and/or some leadership experience preferred.
- Experience in a non-profit environment or at a crisis pregnancy centre.

Please email resume and cover letter to:

Deanna Lemke

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