

Employment Opportunity

Job Title: Prince George Client Services Assistant | Hope for Women

Hours: 12–18 hours/week, casual, in-person, Monday/Wednesday/Friday

Pay: \$22–\$24 per hour (commensurate with experience)

Position Start Date: January 12, 2026

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 a compassionate, organized, and purpose-driven individual for the Client Services Assistant position in their Prince George, B.C. location.

The Client Services Assistant provides client care services as well as operational support to the Site Manager at the Hope for Women Pregnancy Centre in Prince George, B.C. This in-person casual role supports both the day-to-day functioning of the centre and on-going care for clients. The Client Services Assistant ensures that clients are cared for with compassion, volunteers are well-supported in their roles and ensures that the centre operates efficiently.

The ideal candidate has experience in social services, administrative skills, a heart for women and children, and has enthusiasm for our cause. The hours for this position can be flexible for the right candidate.

Key Qualifications:

- Fully committed to the society's vision, mission, and values. <https://advokate.ca/about-us/>
- Warm and personable; has an ability to create a welcoming and professional atmosphere. Makes people feel at ease.
- Organized with a strong attention to detail and follow-through.
- Skilled with written and verbal communication.
- Ability to plan, organize, and multi-task when needed.
- Maintains positive relationships with clients and volunteers.
- Professional with data entry and/or recording client information.
- Flexible and adaptable with a collaborative approach.
- Proactive with problem-solving.
- Demonstrates emotional maturity and self-awareness when working with sensitive client situations.



Major Responsibilities:

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

- Providing direct client services (including peer counselling and program support).
- Coordinating client appointments, follow-ups, and ensure database accuracy.
- Assisting the Site Manager with administrative tasks and general office management.
- Supporting volunteer scheduling, onboarding, and communication.
- Maintaining supplies, inventory, and resource materials for client and volunteer use.
- Maintaining accurate records regarding centre activities.
- Supporting the implementation of client programs (e.g., Prenatal classes, Moms groups, etc.)
- Ensuring cleanliness, organization, and readiness of the centre for daily operations.
- Assisting with local fundraising initiatives and events coordinated by the Development team.
- Travelling to the Lower Mainland to participate in staff events & retreats in-person.

Preferred Education, Training & Experience:

- Some post-secondary education or training in counselling, social services, psychology, or a related field preferred.
- Some experience in social services, administration, or non-profit work. Experience at a crisis pregnancy centre considered an asset.
- Proficiency with basic computer applications and database management.

Please email resume and cover letter to:
Janoah Fisher
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