

Employment Opportunity

Job Title: Abbotsford Assistant Site Manager | Hope for Women

Status: Full Time, In-Person, Monday – Friday.

Hours: Mon–Fri, 35 hours per week

Salary: \$40,000 – \$48,000. (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?* Hope for Women Pregnancy Services in Abbotsford, an initiative of the charity Advokate Life & Education Services Society, is searching for an experienced and compassionate individual for the Assistant Site Managers position.

The Abbotsford Assistant Site Manager will assist the 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:

- Warm and personable in demeanor to ensure a welcoming atmosphere for clients.
 - Skilled at building long-term relationships and making people feel at ease.
 - Highly organized with superior attention to detail.
 - Excellent written + verbal communication skills; Demonstrates computer literacy.
 - Ability to work independently and to plan, organize, and multi-task when needed.
 - Comfortable presenting as well as facilitating groups of people.
 - Compassionate, positive, and empathetic nature.
 - Respectful, humble, and genuine.
 - Flexible and adaptable; Demonstrates problem-solving ability.
 - Works well under pressure, stress, and in crisis situations.
 - Shows attention to detail and professionalism in data entry and/or recording client information.
 - Demonstrates self-awareness and is emotionally healthy.
 - Believes strongly in the inherent worth, dignity, and life of every person at all ages.
- Fully committed to Advokate's mission, vision and values (www.advokate.ca/en/about)

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 experience.
- Experience in a non-profit environment, preferably in a managerial role.
- Experience at a crisis pregnancy centre considered an asset.

Major Responsibilities

- *Assist in providing direct client services, including peer counselling, at Abbotsford Hope for Women Pregnancy Centre. This includes selecting and maintaining 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.*
- *Positively represent Advokate and Hope for Women to the community, churches, or other relevant organizations as needed.*
- *Assist with managing 24/7 texting lines.*
- *Co-facilitate centre events, social support programs, and classes.*
- *Participate and engage in fundraising events facilitated by the Development team a few times a year.*

Please email resume and cover letter
to: deanna@hopeforwomen.ca