



Employment Opportunity

Job Title: Langley Assistant Site Manager- Hope for Women

Starting Date: Immediate job opening available for qualified candidates

Hours: Mon-Fri, 30-35 hours per week

Salary: \$22.00 - \$24.00 per hour (Commensurate with experience)

Status: Full Time Regular Employee

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 Assistant Site Managers position.

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

Key Qualifications:

- Excellent written and verbal communication skills.
- Excellent interpersonal skills and adept at building long-term relationships and making people feel at ease.
- Highly organized with superior attention to detail.
- Ability to work independently and to plan, organize, and multi-task while paying attention to detail.
- Strong presentation skills and problem-solving ability.
- Compassionate, positive, and empathetic nature.
- Respectful, humble, and genuine.
- Flexible thinker and easily adaptable.
- A demonstrated ability to deal appropriately with pressure, stress, and crisis situations.
- Self-aware and emotionally healthy.
- Strong presentation and public speaking skills.
- Strong belief in the value of all human life from conception to natural death
- Fully committed to the society's mission (www.advokate.ca/about)



Preferred Education, Training & Experience:

- Two years of university/college training in practical psychology, social services, or related field or two years of counselling training and/or experience.
- Experience working or volunteering at a crisis pregnancy centre.
- Experience working in a non-profit environment, preferably in a managerial role.

Major Responsibilities

- *Assist the Site Manager in providing direct client services, including counselling, at the Langley Hope for Women Pregnancy Centre. This includes selecting, developing and maintaining related supplies, and educational and referral resources, for both clients and volunteers.*
- *Recruit and assist in managing other staff, volunteers and interns.*
- *Oversee all operational aspects of Hope for Women when the Site-Manager is unavailable.*
- *Maintain working relationships with agencies, physicians, churches, organizations, and government ministries for the purpose of referrals to clients.*
- *Assist in maintaining accurate statistics and records regarding all activities of responsibility within pregnancy centre.*
- *Assist Site Manager with writing reports, managing expenses, and any other administrative duties as required.*
- *Lead in the development of sub-programs eg. Prenatal classes, Breastfeeding café, etc.*
- *Lead in facilitation of connections/meeting with local agencies, churches, and other community social services.*
- *Co-facilitate and teach sub-programs as needed. Eg. Reclaimed, Beyond the Bump, etc.*
- *Assist with managing 24/7 texting lines.*
- *Assist with the execution of centre events & social support programs.*
- *Represent Advokate and Hope for Women to community, religious, and other relevant organizations to broaden support base.*
- *Participate in annual fundraising events: Walk for Life and Celebrate Life Gala (FWW and/or FVE)*

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