



Employment Opportunity

Job Title: Langley Site Manager | Hope for Women

Hours: Full Time & In-Person, Monday – Friday, 9 am – 5 pm

Salary: \$55,000 – \$65,000 per year (based on a 40 hour work week, commensurate with experience).

Benefits: 2% matching RRSP and Employer paid extended medical and dental benefits as well as 3 weeks vacation in the first year.

Position Summary:

Do you long to be employed in a career that really matters? Are you looking for an opportunity to take client care to the next level? The Hope for Women Pregnancy Centre, an initiative of the charity Advokate Life & Education Services Society, is searching for an experienced and passionate individual for the Site Managers position in their Langley, B.C. location.

The Langley Site Manager is responsible for overseeing the Hope for Women Pregnancy Services Centre in Langley, BC. This includes managing client services, volunteers, and program resources. It also includes assisting in other operational areas to fulfill or achieve Advokate's mission.

The ideal candidate has experience in counselling, social services or a related field. Must have a heart for vulnerable women and children and be enthusiastic about our cause.

Key Qualifications:

- 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)
- Skilled in building a strong team and fostering long-term relationships.
- Encourages growth and can take the centre to the next level.
- Facilitates a warm and safe environment for all who enter the front doors.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively as needed. Able to plan, organize and multi-task while paying attention to detail.
- Comfortable presenting and solving problem-solving.



Preferred Education, Training & Experience:

- Bachelor's degree in practical psychology, social services, psychology, or related field.
- Two years of counselling training and/or experience.
- Experience working or volunteering at a pregnancy care centre.
- Experience working in a non-profit environment, preferably in a managerial role.

Major Responsibilities

Thriving in a role that manages day-to-day operations and client support services of the Langley Hope for Women location. The ideal candidate will have the following responsibilities:

- Oversee all client services – including informal counselling – at the Langley Hope for Women Pregnancy Centre.
- Build and maintain a solid team of site volunteers and site staff.
- Provide informal direct client counselling services as needed.
- Ensure each client is cared for, affirmed, and practically supported.
- Development of Langley centre client care programming and resources as needed.
- Identifying educational and referral resources as well as selecting and maintaining related supplies for both clients and volunteers.
- Recruit and manage volunteers to provide client services.
- Develop new community connections with potential partners, supporters, and resources. Also maintain working relationships with agencies, physicians, churches, organizations and government ministries for the purpose of referrals for clients.
- Recommend policies and procedures. Ensure they are followed.
- Maintain accurate records, schedules, statistics and reports regarding all activities of responsibility within pregnancy centre.
- Connect with clients over two 24/7 texting lines.
- Assist the Development team with the preparation and execution of fundraising events.
- Represent Advokate and Hope for Women to community, religious, and other relevant organizations to broaden support base.
- Back up site managers at other location as needed.

Please email resume and cover letter to:
Karissa Schat
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