

Employment Opportunity

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

Hours: 30 hours/week, In-Person

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

Benefits: 2% matching RRSP and Employer Paid Health Benefits

Start Date: Available for immediate start.

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 as well as 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. (advokate.ca)
- 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

janoah@hopeforwomen.ca