



Pregnancy Care Centre Grande Prairie is Hiring!

Be a Part of a Dynamic and Growing Charitable Organization

We are a Christian, charitable organization established to provide compassionate, non-judgmental support and education to individuals and families impacted by unexpected pregnancy and its effects. Our commitment is to support the physical, emotional, and spiritual needs of the woman, children, and families we serve, and to respect and value their inherent dignity and worth.

The Company: The Pregnancy Care Centre Grande Prairie (PCCGP) is a not-for-profit agency offering assistance to anyone impacted by unexpected or challenging pregnancy or experiencing post-abortion stress. We endeavor to build a strong, dynamic team willing to serve its community in an empathetic and non-judgmental way.

- **We offer employer paid comprehensive benefits!**
- **We offer a great work environment and a small collegial team atmosphere!**

The Position:

We currently have two leadership positions available. This position posting is for a **Client Services Director** and an **Executive Director**. If either of these opportunities excite you, we want to hear from you!

Client Services Director (CSD) This is a new position for the Centre. Salary is commensurate with education and experience. It is a part-time position of 25 hours per week, with the potential to go full-time in the future as the Centre thrives and grows.

The CSD is responsible for the overall management of the entire client service experience at the Centre. They oversee all staff and volunteers with client contact. The focus is equipping and enabling staff and volunteers to deliver the programs of the Centre at a high standard and includes administrative and practical support.

Executive Director (ED) This role is currently encumbered and will offer mentorship and a transition period. Salary is commensurate with education and experience. This is a full-time position of 40 hours per week.

The ED has full responsibility for the overall day-to-day operations of the Centre, which includes the implementation of policy and procedure. The primary areas of responsibility are spiritual leadership, administration, fund development, coordination of staff, community and public relations, and financial management. This position reports to the Board of Directors.



Requirements:

- Committed Christians who demonstrate a vital walk with Jesus Christ
- Demonstrated commitment to agree with and uphold the PCCGP's Core Documents, Policies, and Procedures (available upon request)
- A desire to communicate the work of the PCCGP boldly and effectively
- Post-secondary education in psychology, social work, nursing, education, or equivalent is an asset
- Excellent leadership, coaching, and mentorship skills
- Experience in working with diverse populations
- Experience as a volunteer or staff for a Christian ministry or non-profit
- Applied Suicide Intervention Skills Training (ASIST) and Mental Health First Aid Training is an asset
- Valid driver's license

A complete list of requirements and responsibilities specific to each role is available upon request.

The Location: These positions are based in Grande Prairie, Alberta.

Why Should You Apply?

- Opportunity to serve Christ and the community
- Dynamic and growing young Centre
- Collegial, team-oriented colleagues

If either of these opportunities excite you and you believe you would be a good fit, please specify which role you are applying for and forward your cover letter and resume to:

Stephanie Bugbee, HR Consultant at applications@pccgp.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

APPLICATIONS REMAIN OPEN UNTIL FILLED

PCCGP is committed to the protection of children. All offers of employment will be conditional upon the successful completion of reference checks and a Police background check, including Vulnerable Sector.