



Pregnancy Care Centre

WE'RE HIRING!

The Pregnancy Care Centre (PCC) is seeking a **Client Services Coordinator** for our Edmonton location.

Hours of work: 22.5 -30 hrs/week, with the potential for some evenings and weekends

Remuneration: \$22 -\$24/hr based on qualifications

QUALIFICATIONS:

- A degree or diploma in human services or pastoral ministry or equivalent experience
- 2+ years experience overseeing volunteers
- Experience in program development and coordination
- Outgoing and personable - able to make others feel welcome and at ease
- Demonstrated ability to maintain a calm and supportive demeanor with people in high-stress circumstances
- Excellent initiative, attention to detail, and organizational abilities
- A team-oriented individual with strong verbal and written communication skills
- Proficient in Microsoft Office and its applications
- Demonstrates a personal relationship with Jesus Christ and is actively involved in the local Christian community

INTERESTED?

Please send a resume and cover letter in one document to:

admin@pregnancycarecentre.ca

Application Deadline:

May 16th, 2023

Only those qualifying for an interview will be contacted.

PCC is a faith-based charitable organization dedicated to providing accurate information, compassionate support, resources, and community connections to anyone struggling with unplanned pregnancy regardless of age, gender, culture, religion, race, income, or education level.

Pregnancy Care Centre

10434 122 St. NW, Edmonton AB T5N 1M3

780-424-2624

/pccedmonton 

@pccedmonton 

www.pregnancycarecentre.ca