



Pregnancy Concerns is looking for a **Communications & Advancement Director**

Start date: September 28th 2020.

Pregnancy Concerns is a Christian outreach ministry, in Coquitlam BC, which exists to encourage life-giving choices to women facing the crisis of an unplanned pregnancy.

The Communication and Advancement Director will have responsibility for assisting the Centre Director in the communication and promotion of the Centre according to the purpose, mission and vision of Pregnancy Concerns. This may include duties such as creating and editing the newsletter, updating the website, creating regular posts for Facebook and Instagram or other social media sources, and promoting the Centre's message and brand.

Qualifications:

- Have at least three years' experience in communication administrative capacity.
- Have post-secondary education/training, preferably in communications or business administration.
- Exhibit excellent computer skills in Social Media Platforms, Microsoft Office, Excel, Word and PowerPoint - with the ability to produce charts, newsletters and brochures with graphics.
- Have recent experience in a ministry capacity that required teamwork.
- Exhibit strong skills in interpersonal communication and problem solving.
- Be resourceful and creative.
- Exhibit strong editing, grammar and writing skills.
- Be able to carry out responsibilities with minimal supervision.

Requirements:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Saviour and Lord.
- Exhibit a strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Faith and Commitment of Care of Pregnancy Concerns.

\$20-\$22.50 hourly wage - based on a 10 hour work week

This position would primarily be working from home

A full job description can be obtained from www.pregnancyconcerns.org

Please send resume and cover letter in confidence to Centre Director, Joy Gove, at:
director@pregnancyconcerns.org