



# Job Posting: Executive Director

## North Bay Pregnancy Help and Resource Centre

Are you looking to join a growing Christian charity that reaches out and supports women experiencing unexpected pregnancy or pregnancy loss? We are looking for a candidate who loves God, loves to support people in the community and has an entrepreneurial drive. This is a great opportunity for a person to use their business, fundraising and people skills.

### Position Overview

Our Executive Director has full responsibility for the overall day-to-day operations of the Centre to effectively carry out our vision and mission. Reporting to the Board of Directors, the ED acts as the public face for the Centre, ensuring a high standard of care, developing Centre personnel to their full potential through spiritual leadership, and safeguarding the healthy functioning of legal and financial aspects of the organization.

### Qualifications

- Post secondary education preferable, in a related field such as business, community development or an equivalent combination of education and work experience.
- Experience in a leadership position in Christian ministry, other charitable organization, running own business or project management.
- Knowledge of community resources & strong networking capabilities.
- Experience overseeing, training & mentoring staff and volunteers.
- Experience in team building, interpersonal communication (writing and public speaking) and problem solving.
- Experience in Microsoft Office, QuickBooks, graphic design, website management & social media.
- Express full agreement with the Centre's purpose, mission and vision statements, as well, sanctity of human life statement, statements of faith and core values.

### Hours & Location:

This is a part-time position (28hr/week) including some evenings or weekends as needed. The Centre is located on 357 Ferguson Street, North Bay, ON. A personal vehicle will be necessary.

### Interested?

For more information (detailed job description) or to forward a resume and cover letter contact:

[NBPHRC@hotmail.com](mailto:NBPHRC@hotmail.com)

### Application Deadline:

Posting will remain open until a suitable candidate is found

### MISSION STATEMENT:

**We demonstrate Christ's love to anyone challenged by an unexpected pregnancy or pregnancy loss by providing hope, emotional and practical support. Accurate information and education is offered in a non-judgmental, confidential and compassionate environment**

*Thanks for your interest, however only applicants chosen to move forward in the process will be contacted.*