



Kawartha Lakes Pregnancy Centre

Job Title	Executive Director, permanent
Reports To	The Board of Directors
Supervises	Client Services Director (CSD), Administrative Assistant, and Volunteers (in collaboration with the CSD)
Hours	33 hours/week, Monday to Friday (Some hours may be required for special fundraising events)
Pay	\$39,000 - \$42,000 per year

POSITION OVERVIEW:

The Executive Director has full responsibility for the overall day to day operations of Kawartha Lakes Pregnancy Centre to effectively carry out the vision and mission of the organization. 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. The ED is hired, evaluated, and replaced at the discretion of the Board.

DUTIES AND RESPONSIBILITIES:

Administration & Management (20%)

- Attend all board meetings, prepare a written report and distribute to board members prior to the meeting.
- In consultation with the board and staff, set the overall strategic direction and priorities for the organization to develop short- and long-term goals.
- Maintain accurate records, collect, and compile statistics for monthly reports to the board and to others as required
- Maintain accurate policies and procedures and ensure that they are being followed by staff and volunteers
- Coordinate a yearly calendar for the organization.
- Prepare regular scheduled newsletters and prayer letters.
- Oversee the maintenance of facility.
- Ensure health and safety procedures and inspections are properly and regularly done.
- Ordering of resources, supplies, and brochures

Finances:

- Collaborate with the treasurer to develop an annual budget that will be presented to the board for approval.
- Oversee and ensure that accurate and current financial records are kept and reported to the board regularly.
- Oversee expenditures for budgeted expenses of centre and oversee purchasing requests.

Client Services:

- Oversee the development of marketing content and tools in all social media, website, emails and other areas.
- Oversee education, support, and all other services provided by staff and volunteers to clients.
- Provide peer support and services for clients when volunteers and staff are not available.
- Serve as a resource to staff and volunteers in more complicated client situations.

Spiritual Leadership (10%)

- Set the spiritual atmosphere of the organization by providing encouragement and direction for the staff and volunteers.
- Discipline staff and volunteers.
- Model a Christ-like attitude with grace, humility, and courage.
- Apply biblical principles and ethics to the operation of the organization in maintaining its Christian witness in the community.
- Pray for clients; pray with and for centre personnel and supporters.

Ministry Development (50%)

- Prepare an annual fundraising plan that establishes realistic, time-bound, actionable goals for general fundraising, major donor giving, planned giving, church engagement, and community events.
- Engage with donors to foster growing relationships and shared vision between them and the organization.
- Oversee creation/development of print and online resources that communicate the vision of the organization to the community. Ensure this is done in collaboration with client care personnel to accurately reflect excellence in care offered by the centre.
- Be the caretaker of the vision of the organization ensuring it is on mission at all times.
- Work with key personnel to ensure that the centre programming is consistent with policies and spiritual care of clients.

Human Resources (15%)

- Recruit and give leadership, support, direction to all staff and volunteers.
- Conduct formal and written evaluations of staff and equip Client Services Director to complete evaluations for volunteers.
- Provide professional development opportunities for staff and volunteers.
- Work with the CSD to coordinate client support services.
- Facilitate regular centre personnel meetings to ensure effective team functioning and shared objectives.
- Maintain up to date records of all staff and volunteers.

Community/Public Relations (5%)

- Develop connections within the community that support client care.
- Represent the organization (programs and services) to the community and media.
- Engage with media, as needed.
- Develop ongoing relationships with pastors and churches in the community.

QUALIFICATIONS:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Saviour and Lord.
2. Speaks and acts in a way that exhibits deep understanding of and commitment to Christian love and ethics, encouraging other to do the same.
3. Expresses full agreement with the centre's Purpose, Mission and Visions Statements, the Sanctity of Human Life Statement, the Statement of Faith and Core Values.
4. Have a diploma/degree or equivalent experience in a related field such as: health care, social work, business administration, community development.
5. Have experience and aptitude in working on teams and managing people.
6. Ability to communicate virtually through the use of social media, zoom, text, email, and website.
7. Be able to provide spiritual leadership, while equipping and empowering staff and volunteers.
8. Be self-motivated, dependable, and responsible.
9. Be proficient in oral and written communication that can relate to professional, medical, church, and social services agencies, as well as, volunteers, clients, and donors.
10. Experience in administration and management of both financial and human resources.
11. Solid understanding of confidentiality.
12. Willing to provide a criminal record check.

All personnel, including staff and volunteers, should seek to be a role model in attitude, speech, and actions in their consistent daily walk with Jesus Christ. They should be prepared to explain Kawartha Lakes Pregnancy Centre's Christian beliefs and practices to all visitors and callers. They should be prepared to provide resources and assistance, consistent with the Statement of Faith and Mission Statement, to all those who inquire.

How To Apply:

Please fill out the application form and other documents and submit them, along with your resume to info@klpcentre.ca by Wednesday, May 15, 2024.

Please note: Only applicants being consider for this position will be contacted.



Kawartha Lakes Pregnancy Centre

241 Kent Street West, Lindsay ON K9V 2Z3

APPLICATION FOR EMPLOYMENT

Date: _____

Personal Contact Information (please print)

First Name: _____ Last Name: _____

Home Address: _____

Home Phone #: _____ Cell Phone #: _____

Education (please list relevant education including post secondary or certificates)

School: _____

Program of Study: _____ Year of Completion: _____

School: _____

Program of Study: _____ Year of Completion: _____

Work Experience

Employer's Name, Address, and Telephone

Still Employed? YES ___ NO ___ Reason for leaving: _____

Job Title: _____ Start Date: _____ End Date: _____

Employer's Name, Address, and Telephone

Still Employed? YES ___ NO ___ Reason for leaving: _____

Job Title: _____ Start Date: _____ End Date: _____

Knowledge of KLPC

How did you hear about us? _____

Briefly explain what you know about the services we provide: _____

Briefly explain why you are interested in this position: _____

Christian Background and Church Involvement

What is a Christian? _____

Do you consider yourself a Christian? Yes No

If yes, please explain when and how you became a Christian: _____

How has your life changed since becoming a Christian: _____

Name of Church you regularly attend: _____
Address: _____ Phone: _____
Pastor: _____ Attended since: _____
Please describe in what ways you are involved with this church: _____

Personal Strengths

What are your personal strengths? _____

What areas are you striving to grow in? _____

Please list any training, education, or experiences you feel would benefit you in this position:

Pregnancy Options Knowledge and Experience

When do you feel sexual intercourse is morally permissible? _____

What are your feelings on birth control and teenagers or adults who are single and sexually active?

Have you ever faced an unplanned pregnancy? Yes No If yes, please briefly share about the experience: _____

Have you or someone you loved placed a baby for adoption? Yes No If yes, please briefly share about the experience: _____

Have you or someone you loved had an abortion? Yes No If yes, please briefly share about the experience: _____

How do you feel about a single woman parenting her baby? _____

Under what circumstances would you consider abortion an alternative for a woman facing a crisis pregnancy?

Never an option Rape Incest Severe psychological stress Other: _____

Personal Adoption Knowledge: In this section, please make a general evaluation of your knowledge in the following areas:

❖ Knowledge of various adoption options (open, closed, etc.):

Excellent Good Fair Poor

❖ Knowledge of existing laws regulating adoption:

Excellent Good Fair Poor

❖ Knowledge of what the Bible teaches (directly/ indirectly about adoption):

Excellent Good Fair Poor

Have you had any traumatic experiences related to adoption? Yes No If yes, please briefly explain:

Do you or any close family member want to adopt a child now, or in the future?

Personal Abortion knowledge: In this section, please make a general evaluation of your knowledge in the following areas:

- ❖ Knowledge of how abortions are performed:
 - Excellent Good Fair Poor
- ❖ Knowledge of the existing laws regulating abortion:
 - Excellent Good Fair Poor

Applicant's Statement and Agreement

I certify that the facts set forth in this application are true and complete to the best of my knowledge, and I authorize the pregnancy centre to verify their accuracy and to obtain reference information concerning my character and capabilities. I release the pregnancy centre and any persons or entity providing such reference information from any and all liability relating to any decision made based upon such information. I also agree to obtain a personal Police Records Check for the purpose of my protection against any false allegations and for the protection of those I serve. Such documentation and consent is given with the understanding that the results will be kept in confidence.

If I am employed or volunteer at the pregnancy centre, I agree to fully adhere to its policies and rules, including those relating to maintaining client confidentiality.

I further certify that I have read and that I agree with the pregnancy centre's Purpose, Mission, and Vision, Sanctity of Human Life, Statement of Faith, Statement of Principles, and Code of Ethics.

Signature of applicant _____

Date _____

Witness _____



Kawartha Lakes Pregnancy Centre

Our Mission

Kawartha Lakes Pregnancy Centre is a Christ-centred organization providing life-affirming support and education to anyone experiencing challenges related to a pregnancy or pregnancy loss.

Our Vision

Our vision is that Kawartha Lakes Pregnancy Centre will be a place of hope, compassion, encouragement, and ongoing support to anyone seeking support and information when faced with a pregnancy-related concern.

Purpose

To join God in offering practical, emotional, and spiritual tools to interested clients. We offer love, discernment, options support, and life skills to help interested clients be more successful in their parenting roles.

SANCTITY OF LIFE STATEMENT

We believe that human beings are created by God in His image. Therefore, every person, from conception to natural death, possesses inherent dignity and immeasurable worth — including preborn children, elderly individuals, people with diverse abilities, and others marginalized by society. Genesis 1:27; Psalm 139:13-16; Matthew 25:31-40

STATEMENT OF FAITH

We believe that:

The Holy Scriptures as originally given by God are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct. 2 Timothy 3:16-17; 2 Peter 1:19-21

There is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. Exodus 15:11; Psalm 83:18; Matthew 28:19

Our Lord Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory. Matthew 1:18-25; Hebrews 1:1-3; 1 Thessalonians 4:13-17; Titus 2:13

The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit. Ephesians 2:8-9; Titus 3:4-7; Acts 4:12

The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ. Acts 1:8; Romans 8:1-27

Followers of Jesus are called to express their sexuality within marriage between one man and one woman — a sexual, covenantal relationship that God uses to illustrate His relationship to His people. Genesis 2:18-25; Mark 10:6-9; 1 Corinthians 7:2

The Church, the Body of Christ, consists of all true believers. 1 Corinthians 12:1-27; Colossians 1:18

Ultimately God will judge the living and the dead, those who are saved to the resurrection of life, those who are lost to eternal separation from God. John 5:28-29; 2 Corinthians 5:10; Revelation 20:15

(Statement of Faith adapted from the Evangelical Fellowship of Canada) September 2022 | pregnancycarecanada.ca

STATEMENT OF PRINCIPLES

1. Pregnancy Care Canada (PCC) affiliated centres are committed to sharing the love of Jesus Christ with clients.
2. Affiliated pregnancy care centres serve individuals considering abortion and abortion alternatives by providing a safe environment for a person to make a pregnancy decision that is fully informed, evidence based, consistent with their belief system, and free from external pressure.
3. Affiliated centres believe in the intrinsic value of every life, and based on this belief, do not provide abortions, assist in arranging abortions or abortifacients, or provide lists of abortion providers. Remaining outside of the abortion process allows the centre to be a safe place for those who may desire to process any negative emotions after an abortion.
4. Those who serve as pregnancy care centre board members, leadership advisors, staff, and direct client care volunteers are expected to have a personal relationship with Christ and their lifestyles should be lived in a manner consistent with scripture and the PCC Statement of Faith.
5. Affiliated centres follow a client-led, permission-based approach in providing clients with medically accurate information and education about abortion, adoption, parenting, prenatal development, and healthy relationships.
6. Affiliated centres assist individuals carrying to term by providing emotional and spiritual support, practical assistance, and community referrals.
7. Clients who choose abortion are treated with dignity, compassion, and respect, and are welcomed to return for post abortion support.
8. Affiliated centres do not discriminate against any client on the basis of race, colour, religion, creed, national origin, age, ability, gender identity, sexual orientation, or lifestyle.
9. Affiliated centres are committed to providing all client services with honesty and integrity. Affiliated centres denounce any form of deception in their communications.
10. Affiliated centres do not display graphic images of aborted fetuses in centre-related activities.
11. Affiliated centres do not provide contraceptives to clients.
12. Affiliated centres do not charge for basic client services.
13. Affiliated centres are not involved in political lobbying activities.
14. Affiliated centres have a pastoral focus and are committed to creating awareness within the local community regarding the value of life and the challenges individuals face related to an unexpected pregnancy.
15. Affiliated centres recognize the validity of adoption as one alternative to abortion, and present adoption and all other options objectively.

ETHICS OF CLIENT CARE

The centre commits to the following Code of Ethics, which shall apply to all centre personnel who are involved with the centre's programs, services, and activities wherever they are carried out, including fulltime, part-time, probationary, and contract employees and all volunteers. The Ethics of Client Care shall be reflected and implemented in centre policies.

I commit to the following Code of Ethics:

1. I will not discriminate against any client on the basis of race, colour, religion, creed, national origin, age, ability, gender identity, sexual orientation, lifestyle, or other arbitrary circumstances.
2. I will respect the intrinsic worth of all persons whom we have the opportunity to serve.
3. I will maintain the highest standard of honesty and integrity in fulfilling my responsibilities, and I will never knowingly misrepresent our services.
4. I will ensure that clients review and sign a Pregnancy Care Canada approved Client Services and Disclaimer Form before commencing support services.
5. I will follow a permission-based approach when sharing information with clients. I will ensure clients share information voluntarily and understand the purpose for which the information may be used.
6. I will endeavour to provide a safe, private setting for support services.
7. I will not provide or assist in arranging abortions or abortifacients.
8. I will not intimidate or pressure a woman who chooses to pursue an abortion, and I will treat her with respect, dignity, and compassion.
9. I will not provide to a client the names of anyone seeking or considering adopting a child.
10. I will preserve the client's right to confidentiality and will not release any identifying information verbally or in writing without the client's signed permission (excepting the threat of suicide, homicide, suspected child abuse, or when required by law).
11. I will immediately report the sexual or physical abuse of a child to the police or other child protection authorities (subject to provincial requirements).
12. I will ensure that client files are secured in a locked area, that no files are left unattended on the premises where there may be public access, that any files taken off premise are secured in a locked briefcase or locked filing cabinet and not left unattended during transport, and that all private or confidential computer information is secured, and password protected.
13. I will not provide support services to a client if I am alone in the centre.
14. I will not inappropriately touch a client or convey any message which might be interpreted as an expression of sexual feelings for the client.
15. I will not enter into a dating relationship with a client, or a former client, who has used our centre's services within the preceding two years.
16. If I do not have the skill level required to provide the needed support to a client, I will refer the client to another support worker or agency.

Name _____ Signature _____ Date _____

(please print)

Please Note: All centre personnel are required to sign individual statements committing to complying with these ethical principles. These signed copies should be kept on file at your location.

September 2023 | pregnancycarecanada.ca