



**FULL-TIME POSITION AVAILABLE:**  
**MIRIAM CENTRE DIRECTOR**

Miriam Centre, a Christian ministry, is seeking a compassionate pro-life person whose primary responsibility will be to help pregnant women and their families. **Must be fluently bilingual (oral and written)**, have good knowledge and experience in management and computer skills.

**Salary \$17.00/hour, 32.5 hours/week**

Send resume to: Sr. Rita Lacelle,  
107-1803 St. Joseph Blvd., Orléans, ON K1C 6E7  
Or [centremiriamcentre@gmail.com](mailto:centremiriamcentre@gmail.com)



**POSITION: DIRECTOR**

Miriam Centre opened its doors in 1988. Its mandate is to offer life-affirming options to mothers in need and their families.

**MISSION**

We offer emotional, spiritual and material help to all who find the circumstances surrounding their pregnancy difficult.

We follow up with mothers after the birth of their child.

We reach out with love and compassion to those grieving the loss of a child through abortion, miscarriage or infant death.

## **JOB DESCRIPTION**

Under the direction of a Board of Directors, the Director is responsible for the management and the effective operation of Miriam Centre. Her duties include:

- Management and guidance of human resources, both employees and volunteers at the Centre;
- Management of the Centre's financial and material assets;
- Identification of external funding sources and, as needed, preparation of grant applications;
- Development and organisation of the Centre's programs and activities;
- Any other associated duty.

## **REQUIREMENTS**

- Experience in management, including the field of human resources. Experience in community work is an asset;
- Fluent oral and written communication skills in French and English;
- Strong computer skills, including Microsoft Office Word and Excel;
- Strong adaptability, organization skills and self-reliance;
- Very strong interpersonal skills and ability to be a team player.

**Please do not contact us by phone.**

**While we thank all applicants, only those selected for an interview will be contacted.**

Saved in : C:\Users\Miriam\Documents\Administration\poste de directrice du CM

Last revision: March 2, 2021 by: \_\_\_\_\_

