



## **CCM Canada**

### **Job Posting: Family and Service Liaison/ Ministry Coordinator (Calgary)**

**CCM Vision:** Reaching the Chinese to reach the World

**CCM Mission:** Bringing People to Christ and Building Up God's Followers through Holistic Care.

**Nature of Work:** We are looking for one ministry staff to mainly work in two positions: 1) "Family and Service Liaison" to work with families with children with special needs (20 hours), and 2) "Ministry Coordinator" in Family Life Education (10 hours).

**Hours and Start Date:** 30 hours/week starting on March 1, 2024

**Report to:** Centre Director (Calgary)

#### **Responsibilities (include but not limited to):**

1. Family and Services Liaison
  - provide language and cultural support to FSCD clients
  - capacity building for FSCD families and Chinese community
2. Collaboration with other Ministry Coordinators to develop a comprehensive and vibrant Special Needs Ministry
3. Family Life Education ministry planning, coordination and implementation
4. Volunteer management
5. Report writings and outcome measurements
6. Interpretation/translation, support and referral services for the general public e.g. PDD application and renewal support
7. Participate in duties or events for the well being/promotion of the Centre e.g. cleaning, staff meetings/worships, fundraising, volunteer appreciation, engagement of donors

#### **Qualification, Skills and Experience:**

- Bachelor's degree (or foreign degree accredited in Canada as equivalent) in social work, education, psychology or related field;
- Knowledge and understanding of various kinds of disabilities and available services related to families with special needs;
- Excellent proficiency in English, Cantonese, and Mandarin (oral and written);
- Excellent interpersonal and organisational skills
- Minimum 3 years' experience in social services, casework, groupwork and public speaking

- Minimum 3 years' experience in family life education with internationally certified trainer credentials
- Able to work flexible hours including evenings and weekends
- Negative and valid police record with vulnerable sector check
- Good computer literacy and fluent in using Words, Excel, PowerPoint, Google Drive etc
- Have a driver's license and willing to use the car for work purposes

**Other Requirements:**

- The candidate must understand and support CCM Canada's mission and faith statements.

**How to Apply:** Email resume and cover letter to [ghui@ccmcanada.org](mailto:ghui@ccmcanada.org)

**Note:** We thank all candidates for their interests. However, only those selected for interviews will be contacted.