



Chinese Christian Mission (CCM) of Canada Calgary Centre Job Posting

CCM Mission: “To proclaim the Gospel and make discipleship through holistic caring and support services”

CCM Urban Centre Ministry is one of four missions of Chinese Christian Mission of Canada. Five urban mission centres have been set up across Canada since 1992. For information on CCM Centres, please visit the website: www.ccmcanada.org.

Position Title: Ministry Coordinator (Calgary Centre)
Employment Type: Part-Time (22.5hours/week)
Commencement Date: January 3, 2023
Application Deadline: Position opens until suitable candidate is found
How to Apply: Email resume and covering letter to ghui@ccmcanada.org

Main Duties

We are looking for a ministry staff to develop and provide services to families with children/adults with special needs. Duties will include, but not limited to:

- Ministry planning, coordination, and implementation
- Provision of direct services to families in need e.g. respite and aide
- Volunteer Management
- Public Education and Advocacy
- Report writings and outcome measurements
- Collaboration with Family/FSCD Liaison and other professionals
- 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

Requirements

- University education in social work or related field;
- At least 3 years of experience working with children/adults with disabilities and volunteer management;
- Excellent interpersonal, organizational skills and team work while able to work independently;
- Willingness to work with a servant’s heart;
- Proficiency in English, Cantonese, and Mandarin;
- Availability to work flexible days and hours including various afternoons, evenings and weekends;
- A valid driver’s license and willingness to use the car for work purposes;

- Willingness to work at client's homes or in community;
- Fluency in using Words, Excel, PowerPoint, Google Drive, Zoom, Microsoft Teams etc
- Valid and negative Police Record Check (including Vulnerable Sector check) results
- Professional registration in Alberta will be an asset

Other Requirements

Candidate must understand and support CCM Canada mission and faith statements.

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