



## CCM Canada

### Job Posting: Ministry Coordinator (Edmonton)

- 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 a part-time ministry staff (22.5 hours/week) who can identify service gaps in Edmonton Chinese community and has the expertise to expand our Edmonton centre service to people in need e.g. people with mental illness, children with special needs, adults with disabilities, people in grief, caregivers.

**Application Deadline:** Position opens until suitable candidate is found

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

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

1. Ministry planning, preparation, coordination, implementation, evaluation and reporting
2. Developing and facilitating preventive or support groups/courses/programs
3. Offering individual support, guidance, and liaison with community resources
4. Recruitment and supervision of volunteers
5. Public speaking and church/community outreach
6. Active participation in duties or events for the well being/promotion of the Centre e.g. cleaning, staff meetings/worships, fundraising, volunteer appreciation, engagement of donors, staff retreats
7. Collaboration with and support to other CCM ministries within or outside the AB team
8. Maintaining a positive working environment

#### Qualification, Skills and Experience:

- University education in social work, counselling, psychology or related areas;
- Minimum 5 years' professional experience in related social services, casework, groupwork and public speaking;
- Professional registration and practice permit in Alberta will be an asset;
- Excellent interpersonal, organizational and leadership skills;
- Fluent in English, Cantonese, and Mandarin;

- Proficiency in using Words, Excel, PowerPoint, Google Drive, Microsoft Teams, Zoom etc.
- Able to work flexible hours including evenings and weekends;
- Have a driver's license and willing to use the car for work purposes;
- Negative and valid police record with vulnerable sector check

**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.