

Job Posting

Ministry Coordinator (Edmonton)

CCM Vision:	Reaching the Chinese to reach the world
Mission Statement:	Holistic Caring. Gospel Proclaiming. Life Transforming
Job Title:	Ministry Coordinator
Location:	Edmonton
Employment Type:	Part-time 2 to 3 days a week (must be available to work on Saturdays)
Reports To:	Centre Director or designate
Commencement Date:	March 1, 2026, or when suitable candidate is found

Job Summary

CCM Edmonton Centre has been offering professional mental health and counselling service with a servant's heart since 2019. We are looking for an experienced front-line worker to join to expand our mental health support for people with mental illness and their families, and to reach and serve other vulnerable groups e.g. people with special needs/disabilities, children and youth, new immigrant families or people in grief and loss.

Roles and responsibilities

Duties will include, but are not limited to:

1. Community outreach
2. Program design and implementation, resource coordination, and evaluation
3. Public speaking, teaching and leading groups
4. Recruitment and supervision of volunteers
5. Report writings and outcome measurements
6. Active participation in team building/community engagement activities and projects
7. Maintaining a positive working environment



Requirements/Skills/Qualifications

1. University education in social work, psychology or related areas;
2. At least 5 years of professional work experience in related ministry area;
3. Experience in program design, group facilitation, teaching, resource coordination, and evaluation;
4. Excellent interpersonal and communication skills. Fluency in Cantonese, Mandarin and English.
5. Able to work flexible hours including evenings and weekends;
6. Proficiency in using Words, Excel, PowerPoint, Google Drive, Microsoft Teams, Zoom etc;
7. Have a driver's license and willing to use the car for work purposes;
8. Valid negative Police Record Check with Vulnerable Sector Check;
9. Professional registration with a master's degree in social work, psychology, counselling, nursing, physiotherapy will be an asset;
10. Professional liability insurance may be required.
11. Alignment with CCM's mission, values, and Christian faith.

Join Us

Application deadline: until the position is filled.

Please submit a cover letter and resume via email to Queenie Hui (qhui@ccmcanada.org), Centre Director of Edmonton Centre of CCM Canada.

Note

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

