CCM CENTRE TORONTO 中信多倫多中心 CHINESE CHRISTIAN MISSION

#3107-4438 Sheppard Ave, Scarborough, ON M1S 5V9 (Oriental Centre 3/F)
416. 291. 3202 toronto@ccmcanada.org
https://centre.toronto.ccmcanada.org

Job Posting

Caring Ministry Coordinator (Caring & Counseling Ministry)

CCM Vision:	Reaching the Chinese to reach the world
Mission Statement:	Holistic Caring. Gospel Proclaiming. Life Transforming
Job Title:	Caring Ministry Coordinator (Caring & Counseling Ministry)
Location:	CCM Toronto Centre
Employment Type:	Full-Time: 37.5 hours / week
Reports To:	Centre Director of Toronto Centre
Salary Range:	$19 - $20.5 per hour

Job Summary

Toronto CCM Centre is seeking a highly organized and compassionate Ministry Coordinator (Caring & Counseling) to oversee and strengthen CCM's caring ministry and Linkage Counseling operations. This role focuses on building care systems, supporting volunteer engagement and trainings, coordinating counseling workflows, and ensuring that individuals and families receive timely, holistic support.

The ideal candidate possesses strong planning skills, excellent interpersonal communication, and a genuine heart for supporting people in need.

Roles and responsibilities

Duties will include, but are not limited to:

1. Design meaningful care systems that bring hope, support, and dignity to individuals and families in need.
2. Ensure the smooth, compassionate, and efficient operation of Linkage Counseling so clients feel heard and supported from first contact onward.
3. Equip and encourage volunteers to serve with confidence by helping them understand the community and the impact of their care for Urban Mission.

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4. Build collaborative bridges with pastors, ministries, and partners to strengthen a unified culture of care across the Centre and in communities.
5. Maintain clear communication, records, and coordination so caring and counseling ministries operate with excellence and integrity.

Requirements/Skills/Qualifications

1. Diploma or degree in Social Work, Social Service Work, Psychology, Counselling, or a related field preferred.
2. Registered Ontario Psychotherapist or Registered Ontario Social Worker is an asset.
3. Strong ability in strategic planning, volunteer training development, and program coordination.
4. Experience with volunteer leadership or community program management is a strong asset.
5. Excellent interpersonal communication; able to build trust and support diverse individuals.
6. Understanding of caring ministry principles, community needs, and referral processes.
7. Ability to develop and deliver training sessions and facilitate group learning.
8. High level of professionalism, discretion, and confidentiality.
9. Proficiency in English and Cantonese; Mandarin is an asset.
10. Alignment with CCM's mission, values, and Christian faith.
11. Willingness to work flexible hours, including occasional evenings or weekends.

Join Us

Application deadline: until the position is filled.
Please submit a cover letter and resume via email to Carol Lam (carollam@ccmcanada.org), Acting Centre Director of Toronto Centre of CCM Canada.

Note

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