



Matthew House
Refugee Welcome Centre - Windsor

Property Coordinator(s)

Matthew House has quickly become the leading settlement and support agency for Refugee Claimants in Windsor-Essex. If you join us, you will become part of a fast-paced and dedicated team that uses a HOME and FAMILY model to provide HOPE for newly arrived Refugee. Our shared goal is to see these vulnerable individuals quickly become self-sufficient, contributing members of our community. We are a faith based organization that welcomes all refugees regardless of their race, religion, sexual orientation or political opinion and seek to help people develop confidence and restore their personal dignity. To learn more visit www.matthewhousewindsor.org

Status: Permanent part-time

Hours and Rate:

- furnished accommodations, utilities, and internet
- may be combined with Live-In Host position

Start Date: May 15, 2023

Application Deadline: Posting will remain active and interviews will be conducted until a candidate has been selected. Those interested are encouraged to apply right away.

Position Summary: Under the guidance of Matthew House's Executive Director, the Property Coordinator(s) will ensure that Matthew House is properly maintained, is clean and safe, and provide emergency response between the hours of 9pm and 9am. As part of the staff team, the Coordinator(s) will also seek to cultivate relationship with the refugees residing at Matthew House.

Key Responsibilities: maintenance and repairs, safety, security, and crisis response

Preferred Qualifications:

- Experience with property maintenance and repairs
- Experience working with volunteers
- Ability to speak a second language
- Experience working cross culturally and comfortable with diverse languages
- Ability to work in a fast paced, team environment. Ability to take initiative on projects.

Candidates are encouraged to view the full job description available at:

<http://matthewhousewindsor.org/getinvolved>

Please send resume and cover letter by e-mail only to: Mike Morency, Executive Director
mike@matthewhousewindsor.org

We appreciate all applications but regret that only those selected for an interview will be contacted directly.