



Matthew House
Refugee Welcome Centre - Windsor

Volunteer and Administration Coordinator

Are you a game changer who is passionate about both people and processes? **This position is for you if you want to support a caring, dynamic team that is focused on providing HOPE, HOME, and FAMILY for refugees who arrive in our community seeking safety and a fresh start.**

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 claimants. 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

This permanent, full-time position will provide leadership to guide the success of Matthew House's volunteer program and administration of our office environment.

We are looking for candidates who:

- Want to make a difference in the lives of others,
- Have a post-secondary degree,
- Have experience working cross culturally and are comfortable with diverse languages,
- Are self-directed and able to take the initiative on projects,
- Have excellent communications and technology skills,
- Thrive in a fast paced, team environment.

Take the time to read 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
executivedirector@matthewhousewindsor.org

There is no set deadline for this posting! It will remain active and interviews will be conducted until a candidate has been selected. Those interested are encouraged to **apply right away**.

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