



## COORDINATOR – FAMILY SERVICES

### **The Organization**

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892.

The Family Services department provides basic necessities to approximately 6,000 different families from all over the Greater Montreal area.

### **The Position**

The Coordinator will assist the Family Services' Director to oversee staff, volunteers and all activities of the basic necessities program which include: food bank, Christmas baskets, school supplies and toys. The Coordinator will also assist the Director in developing new programs that will help meet the needs of the Mission's beneficiaries, allowing them to develop autonomy and achieve full community integration.

### **The Candidate**

An active Christian, the ideal candidate is dynamic, task-oriented, focused, and well organized. The successful candidate must be empathetic to the needs of the beneficiaries. The following characteristics are highly valued: dependability, flexibility and initiative. He/She must be able to communicate in both French and English. Knowledge of a third language is an asset. He/She should have a minimum of a social services degree (social work, psychology, sociology or equivalent) or a DEC in social services. Excellent knowledge of Word and other office software is also required.

### **Salary**

This is a full-time position, 37.5 hours/week. Please include your salary expectations in your application.

### **Application**

Interested candidates may submit a letter of application (via fax, mail or e-mail), along with their resume at the address shown below.

Welcome Hall Mission  
606, De Courcelle Street, Montreal, QC H4C 3L5  
Tel.: 514- 523-5288 • Fax: 514- 906-0767  
Email: CV@missionba.com • Web site: www.missionbonaccueil.com

**Please do not call.** Only the candidates that are considered will be contacted.

Applications will be received between 2012-01-10 and 2012-02-15.