



205 Holton Avenue South --- Hamilton, Ontario --- L8M 2L8

www.micahhouse.ca --- 905-296-4387

Micah House Refugee Reception Services Inc.

Job Posting: Community Engagement Coordinator

About Micah House:

Since 2006 Micah House has been welcoming newly arrived refugee claimants to Hamilton with God's love by providing safe shelter, settlement assistance and creating passages into the community.

Job Synopsis:

The Community Engagement Coordinator serves as a bridge between Micah House and the wider community, mobilizing volunteers, donors, churches, schools, and community groups to support refugee claimant families. By creating opportunities for engagement, learning, and service, this role helps build a welcoming community where newcomers can thrive and feel a sense of belonging.

Employment Status: Permanent, Part-Time

Hours: 25 hours per week, with a flexible schedule that may include occasional evenings and weekends.

Location: Primarily based on-site at Micah House (205 Holton Ave S, Hamilton).

Start date: Mid-August 2026

Salary: \$25.00 per hour (approximately \$32,500 annually, based on 25 hours per week)

Reports to: Executive Director

Role Requirements:

- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational, administrative, and multitasking abilities, with attention to detail.
- Ability to build positive relationships and work effectively with individuals from diverse cultural, social, and faith backgrounds.
- Experience recruiting, coordinating, training, or managing volunteers is considered an asset.
- Experience planning and facilitating events, workshops, programs, or community engagement activities is an asset.
- Proficiency with Microsoft Office, Google Workspace, social media platforms, and basic database or record-keeping systems.
- Knowledge of volunteer recruitment, engagement, recognition, and retention strategies.
- Demonstrated ability to maintain confidentiality and exercise professionalism when handling sensitive information.
- Ability to work independently while also collaborating effectively as part of a small team.
- Flexibility to work occasional evenings and weekends to support programs, events, and volunteer activities.

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- Experience working in a nonprofit, community-based, or faith-based organization is considered an asset.
- Post-secondary education in a relevant field (e.g., social services, community development, communications, nonprofit management, or a related discipline) is an asset. Equivalent combinations of education and experience will be considered.
- Commitment to Micah House's mission and values, including the willingness and ability to affirm and sign Micah House's Statement of Faith.

Key Responsibilities:

Volunteer Management

- Develop and implement strategies to recruit, engage, and retain a diverse and committed volunteer base.
- Review volunteer applications, conduct interviews, coordinate screening processes, and support volunteer onboarding.
- Plan and facilitate volunteer orientation and training sessions to ensure volunteers are equipped for their roles.
- Coordinate volunteer scheduling to support programs, events, donation management, and organizational needs.
- Provide ongoing support, supervision, and guidance to volunteers, fostering a positive and meaningful volunteer experience.
- Maintain regular communication with volunteers through email, phone, meetings, and other channels to share opportunities, updates, and organizational news.
- Develop and implement volunteer recognition and appreciation initiatives.
- Maintain accurate volunteer records and track volunteer participation and engagement.

Community Engagement and Education

- Collaborate with Micah House staff to plan, coordinate, and deliver programs, events, and activities for Micah House residents (e.g., summer picnic, Christmas celebration, workshops, and community-building activities).
- In collaboration with the Executive Director, develop and implement strategies to engage schools, churches, businesses, and community groups in the mission and work of Micah House.
- Coordinate educational presentations, tours, workshops, and volunteer engagement opportunities for community groups.
- Support community fundraising and awareness initiatives, including events such as Ride for Refuge.

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- Prepare reports, presentations, and other materials related to volunteer engagement, community outreach, and program activities as requested by the Executive Director.

In-Kind Donation Intake and Management

- Coordinate the receipt, intake, inventory, storage, and distribution of donated household items and furniture.
- Communicate with donors regarding donation needs, drop-offs, pickups, and donation guidelines.
- Maintain organized inventory systems and ensure donated items are distributed efficiently to newcomer families.
- Coordinate volunteers and community partners to support donation intake, sorting, storage, and distribution.
- Work with Micah House staff to identify and respond to the household needs of residents and newly arrived families.

Organizational Support

- Participate in staff meetings, planning processes, and organizational initiatives.
- Contribute to the achievement of Micah House's strategic goals and community engagement objectives.
- Perform other related duties as assigned.

Application Process

Interested candidates can submit their cover letter and resume to info@micahhouse.ca by Friday July 10, 2026.

Notes: The job offer is contingent upon the successful candidate possessing a clear Vulnerable Sector Check (VSC). Applicants must provide evidence of a clear VSC as part of the hiring process.

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