



CAP Centre Manager & Community Engagement Coordinator

Position Summary

First Hamilton Christian Reformed Church is seeking a CAP (Christian's Against Poverty) Centre Manager & Community Engagement Coordinator to help our church live into its value of being **City Hopeful**. Our City Hopeful vision is seeing Hamilton as our home and a place that we have been called to bring the hope of the Gospel through our words and actions. This role will provide leadership and coordination for our CAP Debt Centre while also helping to build meaningful connections between our church and our city.

Initially, the primary focus of this position will be overseeing the day-to-day operation of the CAP Debt Centre. Our current has the CAP Debt Centre Manager leading the credit counselling process with the support of a team of volunteer befrienders. While this new role will begin with this same model, our hope is to develop a trained volunteer team that leads the CAP interview process. This will allow the Coordinator to operate as CAP Connector by supporting clients and connecting them with church and community resources and oversee the managing of the Debt Centre, as well as help the church live out its City Hopeful vision through deeper engagement with organizations serving vulnerable individuals in our community.

The successful candidate will be passionate about serving others, building relationships, mobilizing volunteers, and helping people experience the love and hope of Christ as the church lives out its City Hopeful vision.

Key Responsibilities

CAP Debt Centre Coordination

- Oversee the operation and administration of the CAP Debt Centre.
- Initially operate as the CAP Interviewer and lead the financial counselling process with the support of volunteer befrienders.
- Recruit and work collaboratively with a volunteer team involved in interviewing, befriending, and supporting clients.
- Maintain communication with CAP Canada and ensure compliance with CAP policies and procedures.
- Promote the CAP debt centre in the church and community.

Client Connection and Community Support



FIRST HAMILTON

CHRISTIAN REFORMED CHURCH

- Coordinate client meetings and follow-up.
- Build relationships with CAP clients and help connect them with appropriate supports.
- Identify opportunities for clients to participate in church ministries where appropriate.
- Foster pathways that help people move from receiving support to experiencing belonging and community.

City Hopeful and Inviting Community Vision

- Coordinate church initiatives that foster connection and engagement, such as community meals and other opportunities.
- Identify, develop, and coordinate new City Hopeful initiatives within the church and develop relationships with community organizations that align with the church's City Hopeful vision and mission.
- Encourage and equip congregational members to participate in community engagement opportunities.

Qualifications and Valuable Attributes

- A growing Christian faith and commitment to the mission and values of First CRC
- Experience coordinating volunteers, programs, or community initiatives.
- Strong relational and interpersonal skills. Ability to work independently while collaborating effectively with staff and volunteers.
- Strong organizational and administrative abilities.
- Compassion for people experiencing financial hardship and other life challenges.
- Familiarity with CAP ministries, experience in community development, social services, ministry, counselling, non-profit work, or a related field is an asset.

Hours: Part-time at 15 hours per week, with flexibility required occasionally for evenings or weekends.

Pay: 25,192/year

Please send your resume and cover letter to clerk@firsthamilton.ca by Sept 4, 2026