Heart for Home Calgary Coordinator

Position Profile

Heart for Home Calgary is an arms-length charitable organization that is an extension of the mission of Oak Park Church of Christ. It exists to extend compassionate service, community support, and practical love to those in need across Calgary. Through its diverse programs—such as The Raw Carrot, Helping Hands, Community Tutoring, and other Benevolence initiatives—Heart for Home Calgary seeks to empower individuals, build community connections, and embody God's transformative love in action.

Title:	Heart for Home Calgary Coordinator
Supervisor:	Board of Heart for Home Calgary

General Job Description

The Heart for Home Calgary Coordinator (HFHC Coordinator) plays a vital role in advancing the mission and operations of HFHC, a registered charity operated in partnership with Oak Park Church of Christ. This position oversees the Community Manager of the Raw Carrot Social Enterprise and the broader charitable programs within Heart for Home Calgary. The Coordinator must possess strong organizational and relational skills, a heart for people, and the ability to integrate administrative excellence with compassionate care.

Detailed Job Description

The following defines the specific functions performed by the Heart for Home Calgary Coordinator:

• Oversee the launch and operations of The Raw Carrot Calgary site, supporting and resourcing the Community Manager to ensure smooth weekly production, volunteer coordination, and client engagement. (25%)

• Provide supervision and operational support for other Heart for Home Calgary programs, including Helping Hands, Community Tutoring, The Good Food Box and the Benevolence Fund. (35%)

• Offer pastoral and relational care to program participants, volunteers, and community partners, fostering an environment of dignity, encouragement, and belonging.

• Collaborate with the Board of Heart for Home Calgary to develop strategies for growth, community engagement, new programming, and sustainable program impact. (20%)

• Ensure compliance with all operational, financial, and safety standards required by Heart for Home Calgary and Oak Park Church of Christ. (10%)

• Represent Heart for Home Calgary and Oak Park Church of Christ at community events, meetings, and partnership gatherings as needed.

• Work alongside the Oak Park Church of Christ/Heart for Home Calgary grants and funding opportunities team to help support the sourcing, writing, vetting, tracking, and reporting on applicable government and family foundation grants and potential corporate sponsorships (10%)

Character

• Demonstrates Christian character and servant leadership as described in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4.
• Displays compassion, humility, and relational maturity in all areas of ministry.
• Maintains a spiritually balanced life of prayer, Scripture engagement, rest, and worship.
• Aligns with HFHC's Values and Lifestyles Staff Covenants.
• Models integrity, initiative, and teamwork in all professional settings.

Education & Skills

• Undergraduate degree in ministry, social work, or community development (or equivalent experience) preferred.
• Strong administrative and organizational abilities.
• Excellent communication and interpersonal skills.
• Experience in care, volunteer management, or program coordination preferred.
• Familiarity with non-profit operations, budgeting, and community engagement.
• Seminary or graduate-level theological training an asset.

Employment Details

The Heart for Home Calgary Coordinator will be classified as a permanent part-time (20hr/week) employee of Heart for Home Calgary.

Health and Dental Benefits offered will be consistent with HFHC employees
Expectation of regular Sunday morning attendance at Oak Park Church of Christ (no more than 8 Sundays absent a year).
Retirement contributions of 4% including potential of an additional 4% match (1% increase per year for the first 4 years).
Work-related mileage reimbursement.
3-weeks of holidays.
1 spiritual retreat day per month.
This is a 20hr per week position.
Annual Base Salary based on experience.

Overview of Main Areas of Responsibility

The Raw Carrot Site Oversight	25%
Heart for Home Calgary Program Oversight (Helping Hands, Tutoring, Benevolence)	35%
Leadership in Strategic Growth and Sustainable Impact	20%
Grants and Funding	10%
Ensure compliance and standards	10%

Apply

Interested in joining Heart for Home Calgary? Please send your resume and cover letter to lane@oakpark.ca.

Applications will be reviewed on an ongoing basis until the position is filled.