



NEWCOMERS SUPPORT LEAD – CENTENNIAL PRESBYTERIAN CHURCH

ROLE SUMMARY

The Newcomers Support Lead provides settlement services and Christian hospitality to newcomers sponsored by Centennial Presbyterian Church or the Government of Canada. The role also supports members of the Anyuak community and others who have relocated to Calgary.

Type of role: Part-time (15hours per week)

ROLE RESPONSIBILITIES

1. Pre-screen refugee sponsorship inquiries.
2. Prepare and submit complete and accurate refugee sponsorship applications.
3. Maintain regular contact with the PWS&D Refugee Sponsorship Coordinator and refugee applicants; provide updates and prepare clients for interviews.
4. Work with volunteers to identify housing and other essential needs.
5. Coordinate newcomer arrivals.
6. Conduct comprehensive orientation and intake sessions for newly arrived individuals to assess their needs and goals, explain the settlement process, and build supportive relationships with newcomers and Centennial Presbyterian Church.
7. Provide information and education on accessing services in Calgary, including medical services, government programs, community services, employment agencies, and schools.
8. Provide or arrange transportation for refugees to attend essential appointments and services.
9. Maintain up-to-date knowledge of relevant government policies and guidelines.
10. In consultation with the Session of Centennial Presbyterian Church, establish and maintain a network of church and community resources to support refugees.
11. Provides monthly reports to the supervisor.
12. Train and support volunteers involved in the program.
13. Create and maintain an appropriate database to support program activities.
14. Work effectively as part of a team.

ROLE QUALIFICATIONS

1. Experience in settlement services and/or social services.
2. Familiarity with social services in Calgary.
3. Fluency in English.
4. Minimum requirement of a high school diploma.
5. Proficiency in standard computer applications (MS Office pack and PDF editing applications).
6. Valid driver's licence (preferred).
7. Ability to communicate effectively with clients from diverse cultural and language backgrounds.
8. Comfortable working in intercultural environments.
9. Self-motivated with strong organizational skills and a demonstrated commitment to refugees and newcomers.
10. Ability to work collaboratively in a team environment.



APPLICATION INSTRUCTIONS

To apply for this role, please submit your resume outlining relevant experience and education for this role. Applications must be received by Friday, March 13th 2026, and sent via email to trinityfunds@centennialchurch.ca with “Newcomers Support Lead” in the subject line. Only shortlisted candidates will be contacted for an interview.

ABOUT US – CENTENNIAL PRESBYTERIAN CHURCH

Centennial Presbyterian Church is a diverse congregation of the Presbyterian Church in Canada, rooted in scripture, worship, and faithful service. We seek to love God and neighbour through prayer, discipleship, and compassionate outreach in Calgary.

As part of our calling, we walk alongside newcomers to Canada by offering practical settlement support and Christian hospitality. We strive to be a welcoming community where strangers become neighbours, and neighbours become family — reflecting the reconciling love of Christ in word and deed.