



Big Brothers Big Sisters of Niagara Falls

Big Brothers Big Sisters is now hiring! **Match Support Coordinator**

Big Brothers Big Sisters of Niagara Falls is a non-profit organization committed to ensuring that all children in Niagara Falls in need of a mentor, have a mentor. ***We currently require a Match Support Coordinator.***

Candidates for this position will require:

- A minimum 2 year diploma in a related field.
- Above average organizational skills.
- To be knowledgeable about child and adolescent development.
- Skills in group leadership and facilitation.
- An ability to handle a variety of tasks.
- Skills in relationship building and managing and motivating volunteers and families.
- A valid driver's license with access to a vehicle
- A successful Police Record and Vulnerable Sector check.
- Computer literacy in Microsoft Office, Outlook, Microsoft Dynamics
- Availability on some evenings and weekends.

This is a 6 month contract with possibility of extension.

Please submit resume and cover letter to
Jon Braithwaite, Executive Director
jon.braithwaite@bigbrothersbigsisters.ca

*Only individuals being considered for this position will be contacted.