



Canadian Lutheran  
World Relief

Creating a world where people live in justice, peace and dignity

### Job Posting – Program Assistant, Refugee Resettlement

Canadian Lutheran World Relief (CLWR) is seeking a part time Program Assistant, Refugee Resettlement at its Waterloo office.

Inspired by God's love for humanity, Canadian Lutheran World Relief challenges the causes and responds to the consequences of human suffering and poverty, through community development, emergency relief, refugee resettlement, and other programs.

The individual will be responsible for supporting the refugee sponsorship process for CLWR. Under the direction of the Refugee Resettlement Manger, the Program Assistant will respond to inquiries for sponsorship information, will assist with the arrival of refugees and will perform administrative duties related to the refugee sponsorship program.

Required skills/knowledge includes a post-secondary related certificate/diploma and/or a minimum of 3 years professional work experience in an administrative role. Knowledge of private refugee sponsorship and experience working in a faith-based environment are preferred. A full job profile is available at [www.clwr.org](http://www.clwr.org).

To apply, please submit a cover letter and resume, including 3 references, to [hr@clwr.org](mailto:hr@clwr.org) by January 19, 2018.