

Formerly Abbotsford Community Services

**JOB POSTING #2025-160-06**

**INTERNAL/EXTERNAL**

**Resettlement Assistance Program**

**Housing Liaison**

**Wage: \$25.00 - \$27.00 per hour**

**Full Time: 35 hours per week, Monday to Friday, 8:30 AM to 4:30 PM**

**Temporary – March 31, 2026 (possibility of extension)**

**Find Housing for Refugees with the team at Archway Join the team at Archway  
Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

The Housing Liaison is responsible for finding permanent housing for the Government Assisted Refugee (GAR) families which include sourcing housing, coordinating house viewings with clients, and facilitating rental agreements.

**Your Role:**

Archway's Housing Liaison with the Resettlement Assistance Program (RAP) contributes by:

- Providing assistance to clients in their search for permanent housing that are in accordance with the clients' needs, i.e. family size, distance from schools/bus stops, affordable price range, etc.
- Providing group and one-on-one orientation sessions to the clients on local housing market, rental processes and cost expectations.
- Searching for housing, coordinating rental viewings, and driving clients to showings for potential housing.
- Conducting and facilitating the initial rental agreement between the landlord and the client.
- Maintaining knowledge of available rental houses/apartments and the process of rental applications.
- Keeping up to date with relevant real estate agencies and services that support refugees.
- Processing applications for BC Housing, and keeping track of all contracts and agreements.
- Helping set up client utilities including BC Hydro, Fortis, cable, water.

This position is a great fit for someone who has good knowledge of the BC Housing market, is a good researcher and negotiator, understands the barriers refugees face in securing housing, and as an asset, has the language abilities of Pashto, Dari, Somali, Swahili, or Arabic.

**Our Offer**

- Wage: \$25.00 - \$27.00 per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:30 PM.

- Temporary until March 31, 2026 (possibility of extension).
- Perks include:
  - Great in-house training opportunities.
  - Access to online wellness resources including newsletters, physical health videos, and wellness events.
  - Free use of Archway's wellness equipment.
  - Business insurance and associated mileage costs for program-related driving is covered by Archway.
  - Rewarding work in a positive and supportive environment.
  - Work/life balance.

**Getting an Interview – you will be considered if you have:**

- Post-secondary degree in Social Services, Community Development, or a related field.
- Experience working with multi-barrier immigrants and refugees and their resettlement needs.
- Experience in the BC Housing Market.
- Language abilities with Dari, Pashto, Somali, Swahili, or Arabic languages.

**The Job Requires you to have:**

- Strong knowledge of issues faced by immigrants and refugees in the community.
- Well developed written, verbal, and active listening skills; able to communicate effectively and respectfully with people from a variety of cultural and linguistic backgrounds and abilities, including English as a second language abilities.
- Well-developed knowledge of the BC housing market.
- Skilled in being able to efficiently prioritize workload to respond to changing conditions, deadlines, and priorities.
- Strong cross-cultural experience, sensitivity and skills.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint.
- Ability to work occasional evenings and weekends.
- Ability to interact with people who have encountered traumatic experiences.
- Ability to drive clients to view housing, which will require extensive driving.
- Access to a personal, reliable vehicle.
- A valid Class 5 BC Driver's License, and satisfactory driving record is a condition of employment.
- A valid First Aid certificate is a condition of employment.
- A satisfactory Criminal Records Check is a condition of employment.

**Closing date is November 21, 2025**

**TO APPLY**

Interested applicants are to reference **Posting #2025-160-06 in the subject line.**

Please submit your cover letter and resume online only:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2025-160-06

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*

*We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!*

*Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.*

*This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.*

*If you're interested in working for an organization where safety is a priority, come work with us at Archway.*