Community Coordinators are employed at missions abroad to provide assistance to foreign service families. Services include: information and referral services; organization of community activities including workshops and social events, and publishing a community newsletter.

Services may vary somewhat at each mission - but in general, information and referral involves meeting new arrivals or providing information for new arrivals; responding to requests for information prior to arrival; helping new arrivals get around including shopping, meeting people; setting up a documentation centre; keeping an updated list of community resources and providing referral services. In 2000, 51 missions employed a total of 56 coordinators.