



CMWI
201 – 61 Juno Street
Winnipeg MB R3A 1T1 204-943-8539

JOB POSTING

Community Connections Coordinator Full time (40 hours)

The Canadian Muslim Women's Institute Inc. (CMWI) is a non-profit organization founded in 2006. Its goal is to promote and empower refugee and newcomer women and their families socially, economically and spiritually. We are a direct service delivery organization serving the community through a variety of programs that cater to the needs of long-time residents, new immigrants and refugees. By creating a community that supports and strengthens refugee and newcomer women and their families, CMWI plays a transformative role in enabling them to make informed decisions for themselves and their families; foster sound emotional health, stability and personal development; and achieve self-sufficiency and financial independence.

Position Summary

The Community Connections Coordinator will be responsible building and developing strong working relationships with both internal and external stakeholders including newcomer serving organizations and agencies. Also responsible for developing creative, innovative and responsive programs to support newcomers through their journey of making Canada home. The right candidate would be a self-motivated individual who will collaborate with other staff and management to ensure services are delivered keeping in sight the vision, mission, and values of CMWI. This position reports to the Office Manager.

Responsibilities:

- Plan, coordinate and facilitate an effective Community Connections program
- Develop and implement strategies, outreach activities and establish appropriate community partnerships to introduce programs and services for newcomer clients
- Respond to program inquiries and referrals; assess and identify service requirements
- Research and provide information on community programs, events and celebrations for clients and volunteers to attend and participate
- Facilitate group workshops on a variety of topics to support newcomers in settling into their new community
- Introduce and implement new programs that are responsive to clients' needs
- Create awareness and promote CMWI programs and services by liaising with organizations, service providers, communities and places of worship.

- Maintain accurate records, statistical data and program reports
- Set priorities and develop a work schedule
- Interpret for clients, staff, guests, and volunteers (if able)
- Other duties as assigned

Requirements:

- A University degree in a related field.
- Strong knowledge of community agencies, systems and services
- Community Engagement and Relationship Building skills
- Good organization, time and general management skills
- Excellent facilitation skills
- Individual should have good record keeping skills
- Ability to support advocacy efforts for women, refugees, and immigrants
- Ability to create posters, newsletters, and other promotional media
- Experience managing social media platforms to promote organization and program participation
- Interpretation skills in Arabic is mandatory
- A valid driver's license and access to a vehicle

Working Hours:

- 9:00-5:00 Mon-Fri
- Some evening and weekend work required

Candidate must be prepared to undergo a Satisfactory Criminal Record and Child Abuse Registry check.

To Apply: Please send cover letter with resume to office@cmwi.ca.

Please indicate in your cover letter and resume, how you meet the qualification criteria.

Note: We are grateful to all applicants; however, only those selected for interview will be contacted.

Deadline: ASAP