



UNIT 2 61 JUNO STREET, WINNIPEG MB R3A 1T1 (204) 943-8539

**JOB POSTING
DONATION & VOLUNTEER COORDINATOR
Part-Time (30 hrs/wkly)**

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. Our mandate is to provide assistance to families through various services and programs. While at the same time, ensure that programs and activities operate within CMWI's guidelines to support the organization goals, mission and vision.

Position Summary

The Donation and Volunteer Coordinator will be a collaborative supporter and a key member of the CMWI team. The right candidate must be able to maintain a high level of confidentiality and have experience working in a multi-cultural environment, be self-motivated and committed to CMWI's vision and mandate. Must be able to multi-task, work in a fast-paced busy environment, and have excellent computer skills. Must be able to work some evenings and Saturday shifts. Preference will be given to those speaking additional languages, including: Arabic, Farsi, Somali or French.

Major Responsibilities

- 1) Management and distribution of donations (food, clothing, household items, etc.)
- 2) Actively recruiting volunteers as necessary
- 3) Provide orientation and supervision to volunteers
- 4) Schedule volunteer time and tasks
- 5) Assist disabled volunteers to follow up with their EIA counsellors
- 6) Liaising with Harvest Manitoba for food items; pick up; delivery and distribution
- 7) Attending scheduled meetings with Harvest Manitoba to discuss deliveries and update processes, as necessary
- 8) Assist with planning and coordinating special events, including volunteer appreciation, promoting CMWI programs and services
- 9) Collect statistical data and maintain records on Momentum Database as it relates to donations and volunteers
- 10) When needed, provide backup for the reception area by answering the phone, welcoming and direct clients to the relevant staff member

Duties and responsibilities can be amended at any time according to the needs of the organization's operations.



Requirements:

- Education in a relevant field or a combination of experience and education
- Strong command of the English Language (spoken and written)
- Working knowledge and experience with Microsoft office suite (Word, Excel, etc)
- Must be able to use outlook calendar to set up appointments.
- Excellent teamwork and interpersonal skills, including the ability to work collaboratively, respectful and inclusively with the Board of Directors, staff, volunteers and clients.
- Familiarity or experience with Harvest Manitoba Food Bank procedures will be an asset
- Experience working closely with volunteers to quickly set up and distribute significant quantities of perishable food.
- Must be legally entitled to work in Canada.
- Preference may be given to applicants with additional language skills including: Arabic, Somali or French.
- Must have valid registry checks (criminal, child abuse and vulnerable people).
- Must have valid driving license and a vehicle

Employment Equity is a factor in selection. Applicants are asked to indicate in their cover letter and resume if they are from any of the following groups: men, women, visible minorities, indigenous, and/or persons with disabilities.

To apply for this position, please submit your resume and cover letter by email to: contact@cmwi.ca or by mail or in-person to: Human Resources: CMWI, 201 – 61 Juno Street. Winnipeg, MB R3A 1T1

Position open until filled.

We thank all who apply and advise that only those selected for an interview will be contacted. Your application must clearly indicate how you meet the qualifications.