



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

JOB POSTING

Employment Counsellor

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. CMWI is a direct service delivery organization serving its members through a variety of programs and services that cater to the needs of immigrants and refugees. By creating a community that supports and strengthens refugee and newcomer women, 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 Employment Counsellor is responsible for delivering employment services at CMWI. The main role of the Employment Counsellor is to conduct one-on-one counselling and facilitate group workshops to connect newcomers to the labour market. She will also collaborate with other staff and management to ensure employment services are delivered keeping in sight the vision, mission, and values of CMWI. This position reports to the Employment Training Coordinator.

Qualifications and Requirements:

- Post-secondary education in a related field
- Combination of relevant education and experience may be considered
- Passion for women empowerment initiatives
- Experience providing employment services
- Understanding of barriers to employment for newcomer women
- In-depth knowledge of job search techniques and local labour market
- Demonstrated experience in developing professional resumes and cover letters
- Demonstrated advocacy skills for refugee and immigrant communities
- Strong knowledge of settlement service and community organizations
- Strong organizational, planning, and time management skills
- Non-judgmental and accepting attitude, with the ability to maintain confidentiality
- Ability to follow direction and make decisions within the parameters of the job
- Strong analytical and problem-solving skills
- Strong written and verbal communication skills
- Strong ability to work independently and as a team member
- Exceptional computer skills - Microsoft Word, Excel, and PowerPoint
- Any other duties as assigned

Duties and Responsibilities

Employment Services

- Needs assessment of applicants for job skills, aptitude, barriers, and goals
- Develop and deliver resume and cover letter services
- Coach applicants for job search and job interviews
- Deliver presentations on a wide variety of training and employment
- Follow up with applicants on job search



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- Plan, schedule and supervise job readiness programming
- Assist the training instructors, support staff, and consultants for successful program delivery
- Maintain high standards of confidentiality, communication and professionalism

Employer Liaison

- Establish contact with different employers
- Meet with employers and conduct talks and presentations
- Maintain a roster of current and potential Employers
- Regularly get feedback from employers on applicants hired
- Deliver presentations on cultural sensitivity and efficiency

Outreach and Networking

- Conduct outreach to build network and partnerships
- Deliver talks and presentations on employment services, activities and successes
- Advocate on behalf of newcomer and refugee women and employment rights

Documentation and Reporting

- Maintain accurate documentation of applicants, programs, services provided
- Update CMWI database for record keeping
- Provide written reports to supervisor
- Attend meetings to set goals and targets for achievement

Assessment and Evaluation

- Develop evaluation tools to gather participant feedback
- Conduct program assessment and enhancement based on feedback
- Develop strategies to increase sustainability of Training programs

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.
A valid driver's license and a vehicle is an asset.

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 to Apply: 1st August, 2019