



CMWI
Canadian Muslim Women's Institute

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

JOB POSTING

Employment Training 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. 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 Training Coordinator will be responsible for the coordination and management of the different full time and part time skills training streams. The training coordinator will be responsible for mentoring and supervision of a team of 5 Skills Training and Employment staff. She will also collaborate with other staff and management to ensure that training and programming is delivered keeping in sight the vision, mission, and values of CMWI. This position reports to the Chief Operating Officer.

Qualifications and Requirements:

- Minimum Bachelor's degree in Business or related field
- A combination of relevant education and experience may be considered
- Minimum of 3 years' experience in a supervisory or leadership role
- Passion for women empowerment initiatives
- 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

Supervisory and Leadership Duties

- Lead and direct the Training and Employment staff
- Plan, schedule and supervise program delivery and implementation
- Supervise the training instructors, support staff, and consultants for successful program delivery
- Demonstrate leadership through example
- Maintain high standards of communication and professionalism
- Ensure spending is in accordance with the annual budget and in compliance with funding agreement



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

Outreach and Networking

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

Documentation and record keeping

- Creation and maintenance of procedures and processes in consultation with management
- Develop and ensure reporting schedules
- Maintain records of all programming activities, participants, staff, and expenses

Reporting

- Provide written and oral reports to the Management
- Prepare and present budgets for Training Programs
- Ensure that all training and employment activities are within budget
- Forecast target outcomes to meet funder requirements
- Investigate and explain variances in the financial and outcome target reports
- Ensure adherence to all funder reporting requirements
- Prepare and submit financial and activity reports to management and funders as outlined in funding agreements.

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