



**CMWI**  
Canadian Muslim Women's Institute

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

## **JOB POSTING**

### **Office Manager**

**Full time 40 hours per week**

#### **Position Summary**

The Canadian Muslim Women's Institute is looking for an Office Manager who will be responsible for the oversight of administrative operations and human resources at CMWI office. The right candidate will be someone who will be able to multi-task and can align with the mission, vision, and values of CMWI. Under the supervision of the Chief Operating Officer, the Office manager will also work towards growing and promoting the organization by working towards organizational capacity building initiatives.

#### **Qualifications and Requirements:**

- Post-secondary education in a relevant field
- Minimum of 3 years' experience managing teams in a non-profit organization
- Strong computer skills and advanced proficiency with Microsoft Office suite programs specifically Word, Excel, Outlook and Power Point.
- Experience in organizational development and human resources management
- Experience with delivery of variety of programs for new comers and refugees
- Strong administrative skills and ability to work under pressure and produce high quality accurate work in a timely manner
- Excellent written and verbal communication skills and ability to exercise judgement and confidentiality, deal with sensitive information and situations appropriately
- Strong interpersonal skills and the ability to work effectively with people at all levels, internal and external to the organization
- Ability to adapt to change and maintain a positive attitude. Exercise initiative and self-motivation
- Ability to follow directions and make decisions within the parameters of the job
- Strong organizational, planning, and time management skills
- Demonstrated ability to work independently and as a team member
- Knowledge of the provincial legislation on Employment Standards
- Sound abilities to identify problems, evaluate alternatives and make and/or recommend logical reasoned decisions
- A right fit to the organization.

#### **Job Duties:**

##### **Management (50%)**

- Schedule staff and track attendance and leave
- Lead the office team of 6-7 full time and part time staff
- Preparing memos and communication with the staff
- Mentor staff and develop staff capacity
- Assist in Policy making and support key human resource initiatives
- Assist the management in Capacity building initiatives
- Assist the management in Staff recruiting and performance evaluations
- Assemble hiring packages for new employees and manage the execution of all required documents, proper filing and maintenance of the documents
- Assist in building organizational networks and partnerships
- Perform other duties as assigned

##### **Fundraising and Strategic Planning (20%)**

- Assist in developing a fund-raising strategy for the organization to meet its future financial needs
- Write and compile information for grant applications
- Develop strategies for improvement and future growth of the organization



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**Organization and Program Evaluations (20%)**

- Assist in review and evaluation of current programs
- Assist in developing culturally appropriate programs
- Review and update current evaluation tools

**Information and Reporting (10%)**

- Prepare required reports for organization management and funders
- Prepare monthly and annual consolidated report of staff, programs, and services
- Assist management in preparing reports for funders by providing relevant information
- Assist with preparing documents for Board meetings, trainings, and other meetings

**Working Hours/Wages:**

- 40 hours per week
- Some evening and weekend work required
- Annual starting salary: 40K

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](mailto: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.

**Position is open until filled.**