

JOB POSTING

Sewing Instructor Assistant

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.

The Cutting Edge is a rapidly growing training program and social enterprise providing workplace culture, industrial sewing machine skills and English for employment training for newcomer women who are facing barriers to obtaining full-time employment. The Cutting Edge innovatively integrates client orders into the advanced training modules for the trainees to increase their skills to meet real-world expectations.

Position Summary

The Sewing Instructor Assistant will be responsible for supervising the advanced trainees ensuring samples and bulk production orders are delivered on-time and according to client's standards by working alongside and instructing the advanced trainees to achieve higher quality and efficiencies.

This position reports to the Cutting Edge Operations Director (Sewing Instructor).

Qualifications and Requirements

- Minimum of 4 years sewing production line experience
- Quality assurance, supervisory and sample making experience a strong asset
- Pattern making skills a strong asset
- Demonstrated experience in instructing and sharing sewing knowledge
- Demonstrated experience with time studies
- Strong time management skills
- Non-judgmental and accepting attitude, with ability to maintain confidentiality
- Ability to follow instructions and make decisions within parameter of the job
- Strong problem-solving skills
- Strong verbal and written communication skills
- Strong ability to work independently and as a team member
- Microsoft word, excel and email computer skills

Duties and Responsibilities

Supervisory and Leadership Duties

- Demonstrate leadership through example
- Assist the sewing instructor with leading information sessions and assessment weeks for new trainees.
- Assist the sewing instructor to ensure a clean, educational and inspiring workplace that reflects the organization's health and safety policies.
- Work together with the sewing instructor to assess when trainees are ready to move to advanced modules
- Inspire the trainees to set daily goals for themselves and provide support to them as they work to accomplish their goals

Sample Development

- Participate in phone calls and meetings with the social enterprise clients.
- Work together with trainees to prepare samples
- Make suggestions to improve sample quality and reduce production time
- Prepare time studies and raw material consumptions list and input into costing tool

Bulk Production

- Confirm that all raw materials are in-house for production launch
- Work with trainees to inspect raw materials
- Work alongside trainees to ensure that production occurs with optimal efficiencies and quality
- Ensure that packing lists are accurate
- Forecast number of trainees required to complete each production order on time

Reporting

- Update order status on a daily basis
- Ensure trainee records are well maintained (ex. Leave requests and time sheets for payroll)
- Work together with sewing instructor to prepare monthly progress reports for the trainees
- Prepare internal reports as required and provide input for reports which are submitted to funders.

Working Hours/Wages:

- 8:30-4:30 Mon-Fri
- Some evening and weekend work required
- \$26/hr

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: 9th August, 2019