



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

JOB POSTING

Part-time Donation and Volunteer Coordinator

33 hours per week

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 run by an elected Board whose members are women of diverse cultures, ages and professions. CMWI is a direct service delivery organization serving its members through a variety of programs-that cater to the needs of long-time residents, new immigrants and refugees. By creating a community that supports and strengthens refugee and newcomer women and their families, CMWI plays a transformative role in enabling them to make informed decisions for themselves and their families; to foster sound emotional health, stability and personal development; and to achieve self-sufficiency and financial independence.

CMWI's mandate is to:

- provide assistance to families through our various services and programs
- ensure that programs and activities operate within the policies and procedures of the CMWI and support the organization's goals, mission and vision
- treat everyone fairly, with courtesy, respect, and proper attention

Position Summary

The Office Donation and Volunteer Coordinator will be a collaborative supporter and a key member of the CMWI team. The right candidate would be a self-motivated individual who will be committed to CMWI's vision and mandate. The Donation and Volunteer coordinator is responsible for management and distribution of donations as well as recruitment, orientation, and supervision of volunteers.

The Donation and Volunteer coordinator must be able to multi-task, work in a fast-paced busy environment, and have excellent computer skills. Some preference will be given to those speaking Arabic, Somali, French, and other languages. The candidate must also have significant experience working in a multi-cultural environment.

Activities and Responsibilities:

- recruit, orient, and train volunteers, (Winnipeg Harvest, donations, etc.)
- Supervise volunteers; prepare roster, schedule time and set tasks
- pick, receive, organize, and distribute all Winnipeg Harvest Food Bank items
- smoothly run the clothing and food donation area with volunteer support
- plan the annual volunteer appreciation
- promote CMWI based services and programs to clients

- assist with coordinating special events that promote CMWI and its programs
- manage requests for group meetings and ensure CMWI rooms are available and are set-up appropriately
- assist in the halal food pantry program
- collect statistical data and maintain records as it relates to donations and volunteers while adhering to the CMWI confidentiality/ privacy policy
- keep the donation area organized and clean
- set priorities, and develop a work schedule
- when needed, provide back-up for the reception area by answering the phone, welcoming clients and ensure they sign-in and are given correct information and/or directed to the right program/person.
- interpret for clients, staff, guests, and volunteers (if able)
- other duties as assigned

Qualifications and Experience:

- education in a relevant field
- strong command of spoken and written English
- experience working with volunteers
- familiarity or experience with Winnipeg Harvest Food Bank procedures is an asset
- experience working closely with volunteers to quickly set-up and distribute significant quantities of perishable food
- experience/certification in Microsoft Office
- must be legally entitled to work in Canada
- must be willing to learn
- preference may be given to applicants with interpretation skills in Arabic, Somali, French

Hours of work: 33 hours per week. This job requires some evening and Saturday shifts.

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.

Please note that the successful candidate will be required to clear a Police record check, including a Vulnerable Sector Search, Child Abuse Registry, and Adult Abuse Registry.