



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

JOB POSTING

Office Administrator

20 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 Administrator will mainly be responsible for assisting clients and data entry. The Office Administrator will perform general office procedures, bookkeeping and data entry. The right candidate would be a self-motivated individual who will be committed to CMWI's vision and mandate. The Office Administrator must be able to multi-task, work in a fast-paced busy environment, and have excellent computer skills. Preference will be given to those speaking Arabic and/or Somali.

Activities and Responsibilities:

- Greet the clients, determine the purpose of visit, and direct them to specific program/person
- Answer and forward calls, provide information, take messages and schedule appointments
- promote CMWI services and programs to clients
- Perform administrative tasks like filling out new client forms, update and maintain files
- interpret for clients, staff, guests, and volunteers (if able)
- keep the reception and office area organized and clean
- assist with coordinating special events that promote CMWI and its programs
- other duties as assigned

Qualifications and Experience:

- Excellent oral and written communication skills
- Experience in creating reports, letters, and memos
- Strong computer skills (certification in Ms Office is an asset)
- must be legally entitled to work in Canada
- must be willing to learn
- preference will be given to applicants with interpretation skills in Arabic and/or Somali

Hours of work: 20 hours per week.

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: Humaira.jaleel@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.