



Program Assistant

Muslim Women of Cambridge

Hiring Agency: Greenway Chaplin Community Centre - Cambridge, ON

About the organization:

Muslim Women of Cambridge (MWC) is a group of passionate women who came together in 2017 to bridge the gap between the Muslim Community and the larger community, by fostering open communication to better understand each other's values and beliefs. MWC aims to bring together women in Cambridge area who are interested in social change, confidence-building and being involved in our community's positive change. Our vision is to inspire and promote a culturally inclusive and respectful community.

Job Title: Program Assistant

Hours: 5 hours per week

Pay rate: \$20.00 per hour (plus 4% vacation pay)

Job Location: Hybrid

Contract Term: Part-time – 10-month Contract – September 2026-June 2027.

Schedule: Weekdays, weekends and evenings as required

Major Duties include but are not limited to:

Program & Event Planning and Administration:

- Promote and implement all MWC programming
- Create and post social media for programs and events
- Track, record and submit program reports that include attendance and program information
- Responsible for attending and actively participating in mandatory training, programs and events
- Tracking program expenses, event budgeting, program fee receipts/invoices
- Maintain the storage room supplies, purchase of items as needed

Volunteer Management

- Support volunteer recruitment, onboarding and appreciating volunteers
- Coordinator all volunteer activities with the support of the Chairs
- Responsible for and maintenance of the continuing development of the volunteers



- Organize, train and direct volunteers for events in partnership with Volunteer Coordinator

Skills, Qualifications and Experience:

- Organized and self-directed individual: must have excellent interpersonal and communication (written and oral)
- Must be proficient in Microsoft Word, Excel, PowerPoint and virtual platform tools (Facebook, Instagram, LinkedIn etc)
- A minimum of a post-secondary school diploma
- 1+ years of experience in the not-for-profit sector with administration, volunteer groups, community programming etc.
- Knowledge of issues facing racialized women including sexism, racism, anti-Black racism, Islamophobia and xenophobia as well as
- Exceptional “can do” attitude, initiative, positive energy and desire to learn and grow
- Valid class G driver’s license and access to own transportation
- In-depth understanding of and commitment to the MWC’s vision, mission and values



Applications will be accepted until **Wednesday August 5, 2026** at midnight.

Please include **‘MWC – Program Assistant Job Application’** in the subject line of the email and direct all applications to Emily Jaarsma, Greenway-Chaplin Community Centre Executive Director emilyj@greenwaychaplin.com

We thank all of those who apply by only those chosen for an interview will be contacted.

Greenway-Chaplin Community Centre

116 Rouse Ave., Cambridge Ontario N1R 4M8

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