



Muslim Women of Cambridge

www.mwcambridge.net

We are looking for a competent Program Coordinator to undertake a variety of administrative and program management tasks. A successful candidate will help in planning and organizing programs and activities as well as carrying out important operational duties. To be an excellent program coordinator, you must be organized and detail-oriented, comfortable working with diverse teams. If you are that person, we'd like to meet you.

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 the Cambridge area who are Muslim and 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.

Position: Program Coordinator

Function: Coordination of all Muslim Women of Cambridge Programming and Activities

Hours: 10 hours per week (subjected to increase)

Pay: \$20/hour (plus 4% vacation pay)

Contract Term: Feb 2022 to Dec 2022

Schedule: Weekdays, weekends and evenings as required.

Hiring Agency: Greenway-Chaplin Community Centre, Cambridge

(Note: The Program Coordinator will be an employee of Greenway-Chaplin Community Centre)

Major Duties include but are not limited to:

Program Planning and Administration

- Coordinate, promote, implement and supervise all MWC programming and fundraising events (including in-person and virtual).
- Track, record and submit program reports quarterly as requested by funders and/or grant requirements and by any of the MWC Chairs.
- Responsible for attending and actively participating in all MWC Board meetings, mandatory training, programs and events.
- Financial oversight - tracking of program expenses, event budgeting, program fee receipts/invoices etc.
- Organizing Board meetings and taking minutes
- Support with grant writing, application and report submission.

Volunteer Management

- Act as a primary staff resource, recruit, support, mentor, supervise and appreciate volunteers.
- Coordinate all volunteer activities with the support of the Chairs.
- Responsible for and maintenance of the continuing development of the volunteers.

Skills, Experience and Qualifications

- Organized and self-directed individual: must have excellent interpersonal, communication (written and oral), public relations, research and project management skills. Superior writing, editing and proofreading skills
- Must be proficient in Microsoft Word, Excel, PowerPoint and virtual platforms/tools (Facebook, Twitter, Instagram, LinkedIn, YouTube, Microsoft Teams, Zoom 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.
- Experience interacting with municipal, provincial, and federal agencies is an asset
- knowledge of issues facing racialized women including sexism, racism, anti-Black racism, Islamophobia, and xenophobia as well as the intersectional nature of their experiences is an asset.
- Exceptional “can do” attitude, initiative, positive energy, and desire to learn and grow
- Valid class G driver’s license and access to own transportation is an asset
- In-depth understanding of and commitment to MWC’s vision, mission and values



Applications will be accepted until **January 16th, 2022 before midnight.**

Please include 'MWC - Program Coordinator Job Application' in the subject line of the email and direct all applications to Emily Jaarsma, Executive Director emilyj@greenwaychaplin.com
Greenway-Chaplin Community Centre, 116 Rouse Avenue,
Cambridge ON N1R 4M8 Phone: 519-623-4220

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