



EMPLOYMENT OPPORTUNITY

Healthy Muslim Families Inc. is pleased to invite applications for the following position:

Position Title: Program Facilitator

Position Location: Winnipeg, Manitoba

Position Type: Full-time (37.5hr) for 26 weeks until Dec 17, 2021

Work from home: Yes

Salary/Wages: \$19.50/hr

Training: Training and orientation provided for successful candidates

Healthy Muslim Families Inc. (HMF) is a non-profit organization based out of Winnipeg, Manitoba.

Our mission is to strengthen and empower families through education, programs, services, and support, in line with Islamic values. We operate from a belief that strong families make a strong community.

We serve ethno-cultural communities that include newcomer communities and thus strive to provide culturally appropriate services and services in the first languages of the community.

Main Job Responsibilities:

- Deliver 1.5-hour x 10 sessions for Money Management via Zoom to community members in English or a language of the community (Urdu, Arabic, Bangla, French, etc)
- Provide facilitation assistance for other programs currently running
- Gathering feedback from the participants, before and after workshops
- Participating in the participant recruitment process for programs through email, whatsapp, and flyer sharing within the community
- Working effectively with team-mates

Other Duties:

- Maintaining participant files to make sure information is correct and information is kept private
- Submitting reports and documents on time. Documents that need to be submitted can include documents and attendance.
- Participating in meetings and trainings
- Completing other duties as assigned



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Requirements:

- **Youth aged 30 or under**
- Experience in paying utility bills, filling out forms, and opening bank accounts
- Understanding financial institutions like banks and products like credit cards
- Understanding of settlement challenges and barriers that newcomer families face
- Understanding of the impact of poverty on families
- Facilitation skills
- Additional languages other than English

Please submit a resume and cover letter explaining your interest, qualifications, and related experience, including language ability by June 15th, 2021.

Submit resume to the attention of Executive Director at info@healthymuslimfamilies.ca

We appreciate all those apply but only candidates selected for the position will be contacted.

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