



117A St. Anne's Rd, Winnipeg, MB R2M 2Z1

(204)202-6491

www.healthyMuslimFamilies.ca

EMPLOYMENT OPPORTUNITY

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

Position Title: Office Administrator

Position Location: Winnipeg, Manitoba

Position Type: Full time

Salary/Wages: \$15-\$16 per hour for 35 hours per week

Background:

HMF is a non-profit charitable organization based in 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 new immigrant communities and thus strive to provide culturally appropriate services in the first languages of the community.

Job Summary:

We are seeking a committed team player to fill the position of Office Administrator. Basic administrative experience would be beneficial but can be easily learned. Our work is continuously expanding and improving; therefore, we are looking for someone who will join our team to help in smooth functioning of the office. The Office administrator will be the first point of contact for visitors and clients, thus needs to keep themselves aware of all the programs and schedules.

Main Duties:

- To be available at the office location during office hours, Monday to Friday
- Fulfill daily admin duties such as answering the phone, accepting deliveries, taking mail, etc.
- Welcome and greet clients arriving at the office
- Coordinate internal referrals and set up appointments for clients with staff
- Accurately maintain client files in an effective and confidential manner
- Take minutes at staff and committee meetings
- Oversee office supplies including restocking supplies
- As first point of contact for clients, analyze situations and adopt an effective course of action
- Maintain good interpersonal relationships with client/staff using tact, patience, and courtesy
- Provide support and assist in delivery of programs where necessary
- Engage in outreach to inform community about services and programs

Other Duties:

- Provide feedback on internal processes
- Assist in planning organizational events
- Participate in meetings and trainings
- Completing other duties as assigned



117A St. Anne's Rd, Winnipeg, MB R2M 2Z1

| (204)202-6491

| www.healthyMuslimFamilies.ca

Assets:

- Lived experience as a newcomer to Canada
- Understanding of settlement challenges and barriers that newcomer families face
- Knowledge of community resources and organizations
- Ability to find and compile information
- Excellent oral and written communication skills
- Additional languages other than English
- Experience working in the non-profit sector

Please submit a resume and cover letter explaining your interest, qualifications, and related experience, including language.

Position to be filled ASAP.

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

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