



EMPLOYMENT OPPORTUNITY

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

Position Title: Employment Facilitator

Position Location: Winnipeg, Manitoba

Position Type: 35 hours per week

Salary/Wages: \$20/hr

Healthy Muslim Families Inc. (HMF) is a non-profit 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 and services in the first languages of the community.

Main Job Responsibilities:

- Be available to work on location, full-time
- Deliver services according to the mission, vision, and values of HMF
- Conduct one-on-one employment consultations
- Support clients in resume and cover letter development
- Prepare clients for job interviews through mock sessions and feedback
- Coordinate and schedule English language (ESL) classes using contract instructors
- Facilitate orientation sessions and employment readiness workshops
- Organize and host job fairs in collaboration with employment partners
- Maintain accurate and confidential participant records and registration forms
- Submit timely reports, including attendance and outcome tracking
- Assist clients in accessing resources such as job banks, employment agencies, and vocational training
- Work collaboratively with the HMF team and community partners

Assets:

- Knowledge of employment challenges facing newcomers, especially refugee claimants
- Experience with job search coaching and employment program delivery
- Understanding of the refugee claim process and work permit timelines
- Strong organizational and communication skills
- Workshop Facilitation skills
- Additional languages like Arabic

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

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

Mention 'Application for Employment Facilitator' in the Subject line.

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