



117A St. Anne's Rd, Winnipeg, MB R2M 2Z1 | (204)202-6491 | [www.healthyMuslimFamilies.ca](http://www.healthyMuslimFamilies.ca)

## EMPLOYMENT OPPORTUNITY

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

**Position Title:** *Social Researcher and Policy Developer*

**Position Location:** Winnipeg, Manitoba

**Position Type:** Full time, on location

**Salary/Wages:** \$38- \$42 per hour for 35 hours per week

### **Healthy Muslim Families (HMF)**

HMF is a 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 and services in the first languages of the community.

### **Main Job Responsibilities:**

#### **-Research**

- Plan and conduct research on social issues in the Muslim community
- Collaborate with other staff and key stakeholders to develop research project
- Collect and analyze data using various scientific methods and techniques
- Prepare reports, presentations, and publications based on research findings
- Stay updated with the latest advancements in the field and incorporate them into research projects

#### **-Policy**

- Draft and publish policy briefs on key issues that affect Canadian Muslims
- Engage elected leaders, government officials, policymakers, and civil society to promote the maintenance of a just and harmonious society

### **Other Duties:**

- Coordinate meetings of the Community Steering Committee
- Submit reports and documentation of project activities in a timely manner.
- Participate in meetings and training sessions
- Undertake other duties as assigned

### **Qualifications**

- Master's or Ph.D. degree in a relevant field (e.g., social sciences)



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- Strong knowledge in Muslim, immigrant, and refugee experiences
- Proficiency in scientific research methods, data analysis, and statistical software
- Excellent problem-solving skills and attention to detail
- Ability to work independently as well as part of a team
- Effective communication skills, both written and verbal
- Strong organizational and time management skills

**Assets:**

- Understanding of settlement challenges and barriers that newcomer families face
- Project management
- Excellent oral and written communication skills
- Additional languages other than English
- Experience working in the non-profit sector

**Note:** This job description is not intended to be all-inclusive. The employee may be required to perform other duties as assigned.

If you are passionate about research on social issues and have expertise in immigrant and refugee issues, we encourage you to apply for the position. As a Researcher, you will have the opportunity to contribute to cutting-edge research projects and make significant impact for the Canadian Muslim community. We offer a competitive salary, and a supportive work environment that fosters professional growth.

To apply for this position, please submit your resume, cover letter, and any relevant publications or research papers. We look forward to reviewing your application.

**Submit resume to the attention of Executive Director at [info@healthymuslimfamilies.ca](mailto:info@healthymuslimfamilies.ca)**

**Subject line should Read 'Job application for Social Researcher and Policy Developer'**

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