



WOMEN'S MOSQUE
OF CANADA

Programs Assistant – Summer Wellness Programming (GTA)

Role: Summer Job Contract (8 weeks)

Direct Supervisor: Executive Director

Job Purpose

The Programs Assistant is energetic, solution focused and skilled in facilitation, program development, outreach and administration. The lead will work on curriculum development, instructing and/or coordinating circles and other summer related programs as well as events and participant registration and intake in the Greater Toronto Area. Additionally, the Programs Assistant will be tasked with data tracking, evaluation and reporting.

Primary Responsibilities

- Marketing the program to Muslim women in the city of Toronto, which includes: flyer drops in community, social media promotions, gaining referrals from community partners, in community presentations and direct registration of participants
- Track and maintain records of all those who registered.
- Lead in delivering and/or coordinating delivery of programming
- Implementing bi-weekly sessions of the program while engaging participants and volunteers as well as guest speakers
- Conducting ongoing data collection activities, programs evaluation and reporting
- Support in connecting women facing crisis with WMC team members
- Other tasks as assigned by Executive Director and/or designate

Community Engagement: All members of the team are expected to be accessible to the community, be present at community events when required and serve as ambassadors for Sisters Circle Program.

Qualifications:

- Age requirement: between age 15-30 at the start of employment.
- Legal status requirement: Be Canadian citizen, permanent resident or granted refugee status in Canada and be legally entitled to work in Canada according (International participants are not eligible).
- Currently enrolled or recently completed a post-secondary degree in a field relevant to social services, adult education and/or community/workforce development
- Strong administration skills with the ability to organize, deliver, track and report on multiple programs

- A proven ability to mentor, coach or train youth living in priority neighbourhoods
- Experience in producing work-plans, budgets and conducting project evaluations
- Experience in marketing events and recruiting participants for programs
- Competent in Microsoft Office and training platforms (on-line and in-person)
- Excellent communication skills, both oral and written
- Knowledge and experience of working within an anti-oppression and anti-racist framework
- Knowledge and experience working with Muslim Women and understanding challenges that impact Muslim Women in Toronto (lived experience and asset)
- Personal commitment to the values and mission of the Women's Mosque of Canada and our programming & events.
- High degree of judgement and capacity to maintain confidentiality
- Ability to adapt to changing circumstances in a fast-paced environment
- Superior time management and organization skills, with ability to manage multiple priorities simultaneously
- Proficient in English

To Apply:

Please e-mail your cover letter and resume as a Word or PDF document to info@womensmosque.ca. Please use the following subject line for your e-mail: YOUR NAME – Programs Assistant

WMC are equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.