



MIA JOB POSTING Settlement Support Intern

Manitoba Islamic Association
2445 Waverley St.
Winnipeg, MB R3Y 1S3
Ph: 204-256-1347
www.miaonline.org

Salary: \$12 / hour
Job term: Full Time (30 hrs/week) from July 9 2018 to August 31, 2018
Travel Required: Must be able to get to/from work
Location: 2445 Waverley St. (1 position)

Role and Responsibilities - Serving the refugee/newcomer community by:

- To support the ongoing Settlement Work that MIA has established, working over the summer months and the grassroots community refugee support committee
- Intern will contribute to existing MIA Programs for newcomer refugee support including:
 - Follow ups with existing clients (including home visits)
 - Providing newcomer families with information as to available services, resources, and programs relevant to their needs and where applicable, advocate on their behalf
 - Follow up with existing clients to ensure social interactions are taking place regularly, and connect families with relevant programming
 - Collect information about refugees/newcomers that is pertinent to developing future programming and to their life-long settlement (employment opportunities, etc.)
 - Participate in the organization of events for newcomers, including summer outings, participation in major community celebrations (Eid, Welcome events, etc.)
 - Other duties, as assigned
- Follow all applicable policies and procedures including MIA's privacy policy

General Qualifications Required

- Working knowledge of all Microsoft Office products
- Good oral and written communication, problem solving and organization skills.
- Must be fluent in English and Arabic
- The ability to work independently but also perform well in a team environment.
- Preference given to individuals with a formal education in social work, family and youth programming, community health sciences or community development
- Qualified candidates must be students and returning as full time students in the fall, must be born after May 1987
- Must be legally entitled to work in Canada

Please submit your resume with a cover page to the MIA Program and Events Coordinator:
lubna.usmani@miaonline.org or in-person to the MIA Office

Submission deadline: July 9, 2018 at 3:00 pm

Note: Only individuals who meet the requirements will be called for interview.