



MIA JOB POSTING Office Manager

Manitoba Islamic Association
2445 Waverley St.
Winnipeg, MB R3Y 1S3
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www.miaonline.org

The Manitoba Islamic Association (MIA) is currently seeking all qualified applicants to apply for a part-time 25-30 hr/week job opportunity as Office Manager.

Job term: Part-Time from date of hire with a three-month probation period
Travel Required: Must be able to get to/from work
Location: Mainly 2445 Waverley St. and secondary 247 Hazelwood Ave. (1 Position)

Job Description:

- Performs all functions necessary to support MIA Executive Council (EC) and all MIA committees, such as but not limited to, liaison between outsourced companies, and outsourced resources.
- Maintain a line of communication with community members, media, donors, grant providers, government departments and local politicians.
- Maintain mosque calendars, social media postings and website updates, corrections, omissions, special considerations, etc.
- Maintain facility usage schedules and financial records/payments if needed.
- Maintain purchasing system for mosque supplies and ensure all necessary supplies are available. Communicate with EC and Facility Manager in regard to facility purchases and expenses.
- Point of contact for the community at large, including non-Muslim and Muslim community that make an effort to contact the Masjid.
- E-mail communications in regard to Grand Masjid and Pioneer Masjid which include but are not limited to; EC inquiries for information, financial information requests, personal file requests for employees, outsourced resource/service providers inquiries, invoices submissions/information requests, MIA service information, MIA booking and facility information, community requests (marriage, divorce, death, physical activity, business recommendations, out of town city information recommendations and Islamic community information), community reminders, community events etc.
- Assist in organizing events: such as funerals, marriage officiation, community dinners, Ramadan, Eid, etc.
- Maintain the bulletin boards and make announcements as directed by MIA secretary. This will include LCD screen, physical announcements, bill board announcements, and the Jumma projector announcements.
- Maintain advertising revenue record and ensure policy is followed regarding payments and ad placement on website, e-newsletter and gym.
- Aid with mosque financial activities, such as collecting donations, following up on pledges, receivables and bank deposits and some basic book keeping. Tax receipts are issued and filed by the Office Administration.
- Implement MIA record retention policies and maintain the archiving and filing systems.
- All other general office duties – filing, faxing, mail etc.
- Coordinate Jumma prayer logistics and ensure proper flow and set up.
- Oversee the mosque facilities and ensure timely repairs are done and any security and safety concerns are promptly addressed – coordinated with Facility Manager.
- Welcome mosque visitors and regular attendants courteously and professionally.
- Carry duties in accordance to MIA policy of code of conduct and conflict of interest.
- Other related duties as assigned by EC.

Role and Responsibilities

- Must be able to work from 10:00 am – 3:00 pm, Mon-Fri. There will be some weekend and evening meetings and events that will need to be attended.
- Ensure that all MIA program activities operate within MIA policies and procedures.
- Ensure that MIA program activities comply with all relevant legislation and standards.
- Develop forms, records and databases to document program activities, payment and expenses.
- Oversee the collection and maintenance of records on the participants of the program for statistical purposes according to the MIA confidentiality/privacy policy.
- Organize, engage and recruit volunteers for MIA special events (Eid Festival, Eid prayer, Open Houses, Outreach Events, Mosque Tours, etc.).
- Ensure MIA space and child-adult ratio policies are being upheld.
- Manage and document program fee/expenses and program space key requests.
- Ensure that the programs operate within the approved budget.
- Ensure that all financial records for the program are up to date.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Advertise programs at both MIA locations on MIA social media using posters/emails.
- Monitor the program activities on a regular basis and conduct a bi-annual evaluation according to MIA policies. Report to MIA EC.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve MIA's goals.
- Identify new programs needs and initiate dialogue with EC and volunteers to provide the service to the community.

Qualifications and Education Requirements

- Excellent communication and interpersonal skills.
- Relevant University education is preferred.
- Must be fluent in English (written and oral communication).
- Additional language skills and knowledge of Winnipeg communities is an asset.
- Must be patient, enjoy working with the community and have a high energy level.
- Must be legally entitled to work in Canada.

Preferred Skills

- Word processing
- Databases & Spreadsheets
- E-mail & Internet

Please submit your resume with a cover page to the MIA office at: ehab.el-salakawy@miaonline.org **or** in-person at the MIA office at 2445 Waverley St.

Submission deadline: Open until filled.

Review of applications will start on Feb. 11, 2019.

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