



Program Assistant Job Description

REPORTS TO: Program Director

CATEGORY: Part-Time (15 hours/week for 10 weeks)

QUBA

Quba Community Services (QCS) enhances local capacity building, social engagement and reduces marginalization of vulnerable populations by working with our partners to provide innovative and evidence-based solutions. Our purpose is to support members of the Muslim community in Toronto and Ontario to build capacity for self-direction and self-help as well as assess the community's needs in partnership and collaboration with local and internationally based Masaajid and non-profit organizations.

JOB SUMMARY

The Program Assistant is responsible for providing program support and administrative services in order to ensure effective and efficient operations of the Agency's Administrative Department. This role will support a range of activities designed to enhance engagement for young Muslim women in the Scarborough area. The program assistant will co-develop a needs assessment and support programming. The goal of this position is to create opportunities for young Muslim women to share ideas, feel empowered and build self-confidence in a safe environment.

SPECIFIC RESPONSIBILITIES

Provide program support to ensure that agency operations are maintained in an effective, up to date and accurate manner.

- Co-develop a needs assessment based on the needs of young Muslim women in Scarborough
- Mobilize and support young Muslim women to enhance engagement and programming
- Support the development of a communication strategy for young Muslim media on social media
- Carrying out administrative tasks as delegated by the Program Director
- Typing correspondence, reports and other documents
- Copying, sorting and filing Agency documents
- Participating in and recording minutes at meetings
- Answering phone calls, responding to inquires, and relaying messages to appropriate staff
- Carry out other duties which naturally fall within the reasonable expectations of the post

MINIMUM QUALIFICATIONS

- Experience with demonstrated knowledge and skill with respect to research and programming for youth
- Interest in engaging young Muslim women and wellness promotion
- Able to draw on lived experience and education to bring a fulsome understanding of issues and challenges faced by young Muslim women
- Proven ability to demonstrate research skills and program development
- Excellent group facilitation, interpersonal, planning and critical thinking skills



- Strong communication skills in person and over the telephone
- Ability to work in an efficient manner independently and in a team environment
- Refined and well-organized multi-tasking skills; able to be flexible, committed and punctual
- Ability to stay calm and friendly under pressure and work within a social service setting
- Some background experience in general office responsibilities and procedures
- Proficiency in the use of computer programs such as Microsoft Office Suite, etc.
- Knowledge of standard office equipment including but not limited to computers, telephone system, multi-function printers, etc.
- Commitment to Quba Community Service's mission and ethics

Preference will be given to candidates: who are currently still in post-secondary , have not previously been employed, those who identify as visible minorities, and women in STEM (science, technology, engineering, and mathematics) fields

APPLICATION INSTRUCTIONS

- If you are passionate about the work we do and share our values, please submit your cover letter and resume in confidence to info@gubacs.org
- Application deadline: **Saturday, May 15, 2021**
- Applicants must quote "***Program Assistant Position***" in the cover letter and in the subject line of the email. Cover letters and resumes **MUST BE SENT IN ONE DOCUMENT TO BE CONSIDERED**