

Posting Date: October 31st, 2017
Job Title: Programs/Projects Coordinator
Job Type: Permanent Full Time
Compensation: 35K - 45K annually
Location: Mississauga
Working Hours: Standard Hours along with some weekend and off hours work as needed by the position.

Overview: ICNA Relief Canada is a department of ICNA Canada, working in the field of community and social development. The Islamic Circle of North America (ICNA) is federally registered in Canada as a charitable organization since 1970. We have built a widely respected reputation through our community welfare work. ICNA Relief Canada is dedicated to reaching out at home and abroad through a wide range of aid and rehabilitation projects. In particular, we endeavor to respond effectively to victims of natural disasters internationally.

Responsibilities: This position will support the Program Manager in executing ICNA Relief's Domestic and International Programs and Projects. The individual will be required, but not limited to, reviewing project proposals and reports, providing guidance on projects and proposals to partners and Executive Director, create systems to assist with the organization and execution of ongoing relief initiatives, organize project-specific social media campaigns, and preparing presentations surrounding the progress of each program and/or project.

Due to the urgent nature of the work in responding to emergency disasters and humanitarian aid appeals both domestically and abroad, the successful candidate may be required to frequently travel to service areas in disastrous conditions and maintain a high-level of cultural sensitivity.

Skills/ Qualifications: Must have a degree in relevant field with 3-5 years of experience in project management and implementation, preferably with non-profit organizations. Must be highly-detailed and organized and able to meet strict organizational deadlines contingent on international disasters and local emergency needs. Must have strong quantitative/qualitative research and analytical skills for thorough development and evaluation of ICNA Relief's programs/projects. Must display sound judgement, excellent verbal and written communication skills, and a passion for social work and helping to solve the problems of humanity.

Apply: Interested candidates should forward their resume to ICNA Relief Canada at hr@icnareliefcanda.ca by November 30th, 2017. We appreciate all applications with equal opportunity, but only short-listed candidates will be contacted for interview. The interview process will start within four weeks of the job posting.