



## **Bilal Community and Family Centre Inc**

33 Warnock Street, Winnipeg, MB R3E 3L6  
Ph: 204-772-7358 | Fax: 204-272-3397  
Website: [www.bilalcommunitycentre.ca](http://www.bilalcommunitycentre.ca)  
Email: [info@bilalcommunitycentre.ca](mailto:info@bilalcommunitycentre.ca)

### **Title: IT and Social Media Manager – Educate, Empower, and Engage Black Youth**

#### **(Triple E Program)**

#### **Employment Opportunity: Term Position - Part-Time**

#### **Term: Starting November 15, 2019 to March 31, 2020**

#### **Renewable at the end of the Term**

#### **Salary: Determined based on Qualifications and Experience**

Bilal Community and Family Centre (BCFC) is a non-profit organization that is dedicated to empowering Winnipeg immigrant and refugee communities to achieve social and economic success. Bilal Community and Family Centre (BCFC) serves the Winnipeg community with a focus on immigrants and refugee newcomer families and youth. We serve over 2000 newcomer youth and their families and provide frequent seminars, weekend classes, and various drop in programs.

*Our vision is to transform communities by inspiring youth and families to become thriving citizens, and the leaders of tomorrow.*

We are currently seeking candidates for a term-position as “**IT and Social Media Manager**” from November 15, 2019 to March 31, 2020.

Our Triple E program will create and engage a pool of young black youth who are either university students or are recent graduates in their early careers to act as role models and mentors for black youth through volunteering.

This Triple E program will offer our black youth the opportunity to become peer leaders, gain hands-on experience where youth will earn volunteer hours required for high school graduation. This will involve a buddy system where the mentor will twice a week support and engage with the black youth mentee with their school and social life, talk about career choices, help them set plans on how to succeed and graduate from high school.

The IT and Social Media Manager will provide logistical support to our mentors, directors and office administrators including designing flyers, brochures, business cards,



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and managing our social media. He will be responsible for filming and editing videos. He will maintain all our office equipment such as printers, projectors, and computers.

### Qualifications:

- Post-Secondary education in the field(s) of computer science and computing or or equivalent combination of education and experience
- Microsoft Office - Superior computer skills with MS Office software, particularly Word, PowerPoint, Publisher, Excel, Outlook and very conversant with social
- At least two (2) years of work experience in relevant field.
- Attention to detail with the ability to follow through and deliver results in a timely manner

### Responsibilities:

- Managing Our Online Accounts such as Word, GSuite, Adobe, Etc.
- **Managing Our Social Media (Facebook, Website, and Instagram)**
- **Filming and Editing videos of Program Events, Lectures, and Conferences**
- **Uploading video lectures to YouTube as needed.**
- **Monitoring and maintaining office equipment computer systems and networks**
  - Maintaining Printer (Resupplying Ink, Fixing Jams, etc)
  - Maintaining Computers (eg. Updating Antivirus, Fixing Errors)
  - Maintaining and Repairing Internet and Wireless Network Issues
  - Repairing and replacing equipment as necessary
- Responding in a timely manner to service issues and requests
- Setting up accounts for new user (Eg. New Company Emails for employees, Word Accounts)
- Setting Up New technology
  - Setup new Office equipment such as Printers, scanners, routers, and projectors
  - Train Employees in the use of new office equipment
- Training staff to use new equipment and software



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### **Candidates are required to provide:**

- **A current Criminal Record Check**
- **Child Abuse Registry**
- **Self-Check, valid driver's license,**
- **Access to a vehicle and a clear driver's abstract**
- **Any further documents required after the interview**

If you are interested in this opportunity and help the youth, then apply with a cover letter and resume via

email to [hr@bilalcommunitycentre.ca](mailto:hr@bilalcommunitycentre.ca)

**Applications must be received by November 1, 2019 at 5 p.m.**