



Bilal Community and Family Centre Inc

33 Warnock Street, Winnipeg, MB R3E 3L6
Ph: 204-772-7358 | Fax: 204-809-4658
Website: www.bilalcommunitycentre.ca
Email: Admin@bilalcommunitycentre.ca

Office Administrator Term Position

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 newcomer youth and their families and provide summer youth programs, family-oriented programs/Strengthening families programs, frequent seminars, weekend classes, large scale social programs, 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 looking for a part-time **Office Administrator** for our summer youth program.

Following table outlines your income and other relevant details:

Hourly Rate:	\$15.00	Base Hours Bi-Weekly:	70
Status:	Office Administrator	Duration:	September 15, 2022 – March 31, 2023
Conditions:	A satisfactory Criminal Record Check including Vulnerable Sector Search and Child Abuse Registry Check		





Bilal Community and Family Centre Inc

33 Warnock Street, Winnipeg, MB R3E 3L6

Ph: 204-772-7358 | Fax: 204-809-4658

Website: www.bilalcommunitycentre.ca

Email: Admin@bilalcommunitycentre.ca

Office Administrator Term Position

Qualifications:

- Experience as an office administrator will be considered.
- Experience in working with Non-profit organizations
- Ability to respond to emails, reports, and other administrative work in a timely manner.
- Ability to manage office inclusive of planning, administration, staffing, and reporting
- Cultural competency and the ability to deliver material in a culturally sensitive manner
- Ability to speak languages other than English will be considered an asset
- Attention to detail with the ability to follow through and deliver results in a timely manner
- Ability to manage multiple projects and tasks under tight deadlines
- Organizational skills to assist multiple employees at one time with various tasks
- Knowledge of basic computer programs and basic typing abilities
- computer skills with MS Office software, particularly Word, PowerPoint, Excel, Outlook and very conversant with social media platforms.

Responsibilities as an Office Administrator:

- Enter All BCFC Clients into a Database and Keeping track of them.
 - Sending BCFC Newsletters to Clients, Staff, and Other Personnel
 - Responding to Emails, phone calls, and other forms of communication in a timely manner.
 - Filing and Organizing the General Office as well as maintaining Office equipment and ensuring all necessary supplies are available.
 - Making Community resources available to clients such as brochures, service provisions, application instructions, contacts, etc.
 - Organizing and creating calendars, schedules, and updating bulletin boards for BCFC events such as Graduations, staff meetings, staff training, general meetings, etc.
 - Ensure Facility is accessible and ready to use.
 - Performs all functions necessary to support the Executive Team.
 - Ensure the BCFC offices are kept tidy, organized and esthetically appealing.
 - Providing excellent customer-focused service to prospects and applicant's, clients, students and their parents.
 - Carry duties in accordance to BCFC policy of code of conduct and conflict of interest.
-