



Job Posting: Community Centre Manager

Job Title: Community Centre Manager (Full-Time)

Reports To: Executive Director

Location: ISNA Canada Head Office, 2200 S. Sheridan Way, Mississauga, ON L5J 2M4

ISNA Canada is a Mississauga based national Muslim organization committed to providing Muslims with opportunities to develop and put their faith into action. It envisions vibrant Muslim communities as catalysts for positive change in Canada.

Summary

The Community Centre Manager is responsible for ensuring that the Islamic Centre of Centre (ISNA) is vibrant, efficient, and responsive to the community's needs. This role is responsible for the day to day operation of the Centre.

Core Competencies

- Leadership
- Team work
- Communication
- Planning and organizing
- Stakeholder engagement
- Creative and innovative thinking
- Conflict management
- Relationship building
- Development and continual learning

Primary Duties and Responsibilities

Program Development & Execution

- Assess the needs of the community and develop an annual centre programming plan supporting ISNA Canada's strategic plan
- Develop a program evaluation framework to assess the strengths of the programs and to identify areas for improvement
- Develop funding proposals for programs to ensure the continuous delivery of services
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop procedures, forms and records to document program activities
- Support the recruitment, interviewing and selection of well-qualified volunteers
- Ensure the centre is promoted through social and traditional media e.g. the website, twitter, facebook, instagram, blogs, programs, newsletters, the press etc.

Day to Day Operations

- Develop and implement procedures for the effective management of the Centre
- Develop and manage the centre's budget
- Ensure proper and efficient maintenance of the centre
- Develop and execute a master plan for the centre improvements and upgrades
- Manage and allocate space

Community Development

- Develop and implement a plan to develop a cohesive community
- Ensure the centre is welcoming and inclusive to the diverse members of our community
- Engage the community and partners to identify issues and solutions while promoting the centre services
- Use community suggestions to improve the centre operations
- Develop close and positive working relationships with local organizations

Staff Management

- Support the Centre staff by providing them with the tools and equipment needed to complete their duties
- Supervise and review the work of the centre team
- Manage workload and performance through regular one-on-ones and discussions
- Plan and implement personal development program for team members in all relevant skills
- Undertake regular performance reviews

Qualifications/Competencies

- A bachelors, or preferably a masters, degree in business, not for profit management or other relevant field
- Minimum of three years in leadership and staff management role
- Experience in programs management
- Excellent communication skills
- Project Management skills
- Ability to manage through influence
- Strong analytical and computer skills
- Ability to work with cross-functional teams

To Apply

Send your cover letter and resume to ed@isnacanada.com by Sunday, January 13, 2019.