



## Job Posting

<b>POSITION:</b>	<b>Community Services Operations Manager</b>
<b>PROGRAM:</b>	ASPIRE Community Services
<b>ORGANISATIONAL PROFILE:</b> Muslim Food Bank and Community Services (MFBCS) is a non-profit registered charity. The mission of it's ASPIRE Program is to empower its clients through case management, mental health support and seniors programming.	
<b>POSITION FUNCTION:</b> Under the direct supervision of the Program Director, the ASPIRE Community Services Operations Manager is responsible for the overall management of all ASPIRE and MENTAL HEALTH programs. This includes developing and implementing new initiatives.	
<b>COMPETENCIES &amp; SKILLS REQUIRED:</b>	
<ul style="list-style-type: none"> <li>• Post-secondary education (degree) in Management or a related field like Social Sciences, Social Work, Counselling or Administration.</li> <li>• At least 2-3 years management or leadership experience</li> <li>• Broad understanding of issues relating to mental health practice management</li> <li>• Experience in or working knowledge of case management</li> <li>• Demonstrate good decision making skills</li> <li>• Has a deep knowledge of Muslim religious culture, while respecting the various differences of nationalistic cultural practices &amp; languages.</li> <li>• Conflict resolution skills</li> <li>• Experience in program management and service delivery</li> <li>• Strong understanding and appreciation of cultural sensitivity in the context of social services delivery</li> <li>• Working knowledge of Microsoft suite (Excel and Word) and other programs</li> <li>• Experience in the Not-for-Profit sector</li> </ul>	
<b>ADDITIONAL REQUIREMENT:</b>	
<ul style="list-style-type: none"> <li>• This is an in-person position based in Surrey, BC</li> <li>• Clean Criminal Record Check (Vulnerable Sector)</li> </ul>	
<b>HOURS:</b>	35 hrs per week (flexible schedule)
<b>STARTING PAY:</b>	\$70,000.00-\$75,000.00 per annum (pro-rated for part-time) commensurate with level of experience, plus an extended benefits package
<b>RESUMES TO:</b>	Muslim Food Bank and Community Services Society Attn: <a href="mailto:mainu@muslimfoodbank.com">mainu@muslimfoodbank.com</a> Please use "Community Services Operations Manager" in the subject line
<b>DEADLINE:</b>	Until the position is filled

**NOTES:** Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada. If you have a work permit, please ensure that it allows you to work for the duration of this position.

<b>Posting Date:</b>	April 2, 2024
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