

# Make a 'Good' living.

## About IFSSA...

Established in 1992, Islamic Family and Social Services Association (IFSSA) is the first and only social service agency in Edmonton that is dedicated to providing a holistic approach to community well being that is deeply rooted in the Islamic tradition. IFSSA runs programs that address food security, domestic violence, emergency financial relief, refugee settlement, preventative youth programming (The Green Room) and more.

Edmonton is the capital of Alberta, Canada's fifth largest, second youngest, and one of its fastest growing cities. The Muslim community in Edmonton is estimated to be 90,000 people; ranging from forth-generation Canadian, to 3,000 newly landed (or about to land) Syrian refugees. Edmonton is home to Canada's oldest purpose built mosque, the Al Rashid and has an exciting and welcoming community. IFSSA has offices in a historic building in Edmonton's downtown, the city's south side, and has near-term plans for new locations.

### *Current openings...*

#### **Executive Director**

The Executive Director is a new and much needed position for IFSSA. Over the past few years IFSSA has prepared for this role by conducting a comprehensive community needs assessment, building internal infrastructure, developing robust HR policy and securing relationships with funders. This ideal candidate for this position is someone with experience in non-profit management and organizational capacity building.

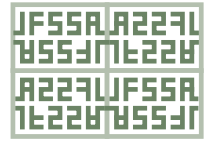
Hours: Full-time | Close: March 5, 2016 | Start: Flexible | Compensation: \$75-101k  
Full job description: [ifssa.ca/ExecutiveDirector](http://ifssa.ca/ExecutiveDirector)

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#### **Program Manager – Refugee Settlement and Support**

IFSSA has been playing a leading role in welcoming Syrian refugees to Edmonton. Over the last year it has helped bring in 80 refugees through private sponsorship (in conjunction with Catholic Social Services and the Mennonite Central Committee). It is preparing to help welcome 3000 more in the coming months. IFSSA is currently seeking an experienced professional to assist it in a) streamlining sponsorship applications and b) facilitating settlement and integration efforts.

Hours: Full-time | Close: January 20, 2016 | Start: Immediately | Compensation: \$45-55k  
Full job description: [ifssa.ca/RefugeeManager](http://ifssa.ca/RefugeeManager)



### Outreach/Social Worker

Since 2006 IFSSA has been playing a frontline role in combatting domestic violence, through a culturally and spiritually sensitive approach that focuses on client's holistic needs. IFSSA is looking for experienced multi-lingual social workers.

Hours: Full-time | Close: January 15, 2016 | Start: Flexible | Compensation: \$40-45k

Full job description: [ifssa.ca/OutreachWorker](http://ifssa.ca/OutreachWorker)

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### Communications Manager

This position will service the communication needs of IFSSA's programs, ranging from refugee settlement, to domestic violence prevention to preventative youth programming. The role will look at both proactive and reactive storytelling with media as well as the communication infrastructure IFSSA uses for social media, community engagement, donor relations, etc. The ideal candidate is eloquent, communicative and knows the difference between an *en* and an *em* dash.

Hours: Part-time | Close: March 15, 2016 | Start: Flexible | Compensation: \$17-20 per hour

Full job description: [ifssa.ca/CommunicationsManager](http://ifssa.ca/CommunicationsManager)

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### Volunteer Coordinator

This role will be key to building and maintaining relationships as well as creating an engaging and professional experience for volunteers. This role is crucial to the work IFSSA does preparing food hampers, feeding the homeless, supporting refugees and more. The ideal candidate for this role is someone who is social, detail oriented and who enjoys writing job descriptions and implementing check lists.

Hours: Full or Part-time | Close: January 15, 2016 | Start: Flexible | Compensation: \$15-19 per hour

Full job description: [ifssa.ca/VolunteerCoordinator](http://ifssa.ca/VolunteerCoordinator)

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### Program Coordinator – The Green Room

The Green Room is focused on nurturing belonging and well-being for Muslim youth aged 16-24. It was named one of the '40 Most Innovative Muslim Start-ups of 2014' by UmmahWide. The Program Coordinator plays a key role in developing curriculum, programming and working with youth. The ideal candidate for this position is someone who thinks about youth programming on a Saturday night.

Hours: Part-time | Close: January 15, 2016 | Start: Flexible | Compensation: \$15-19 per hour

Full job description: [ifssa.ca/TGRcoordinator](http://ifssa.ca/TGRcoordinator)

Questions? [careers@ifssa.ca](mailto:careers@ifssa.ca)