



JOB POSTING

Founded in 1986 Alberta Network of Women (ANIW) is a charitable organization. Our vision is to empower immigrant women across Alberta to take an active role in our communities. Our project cycle begins with an evidence-based approach to build educational and training workshops, seminars, group discussion that assists immigrant women realize opportunities and work on issues that impact their wellbeing in our communities.

The Position:

Title: Program Assistant

Job Type: Full time

Location: Calgary

ANIW is seeking an experienced and a competent Program assistant for ANIW programs that provides support services to immigrant women in employment, health and wellness and leadership. More specifically the program assistant will support the executive director in the day to day operational and management of ANIW projects to further projects goals and the comprehensiveness of the support service required for immigrant women.

The program assistant reports to the Executive Director.

Qualifications Required:

Education and Experience:

- A certificate, diploma or degree in business and office management combination of experience and skills.
- Minimum five years' related senior administrative experience.
- Knowledge of issues that impact the wellbeing of immigrant women
- Experienced in working with diverse population.
- Have a good network of connections with diverse communities.

Knowledge and Skills:

- Strong analytic, organizational, verbal, written communication and presentation skills
- Excellent interpersonal, collaboration skills and proven ability to work in a culturally diverse environment and different stakeholders.
- Strong logistical and administrative skills, skilled in using various computer programs.

- Collaboration and partnership building skills.
- Knowledge of the non-profit sector, and employment issues that impact immigrant women.
- Ability to work independently, collect and maintain program information

Salary: Commensurate with experience. The successful candidate will be offered a two year contract

How to Apply:

E-send or mail your resume by **October 15th 2021** to:

Hiring Team

Info @aniw.org or at 107, 1409 Edmonton Trail NE Calgary Alberta T2E 3K8

We thank all applicants for their resumes, but only candidates selected for an interview will be contacted.