



Program Director

Contract, 20 Weeks

Waterloo Region and Guelph, ON

20 hours/week

\$30/hour

The Canadian Arab Women Association (CAWA) is a non-profit organization established with the purpose of connecting, supporting and empowering Canadian Arab women in Waterloo Region and Guelph in Ontario, Canada. We represent a group of women who self-identify as Arabs and come from diverse backgrounds and experiences, regardless of their religious beliefs, socio-economic status, and educational levels.

CAWA is dedicated to becoming a bridge that connects Arab women and supports them with different resources and programs, so that they can be active members of the Waterloo Region community and in the larger Canadian society. For that, CAWA provides various programs in the fields of health, education, and social support.

As the Program Director with CAWA you will be responsible for ensuring the successful execution of all programs, current and new. You will measure program effectiveness and deliver reports on program impact to support fundraising. As well, you will lead a team of 5 to help promote awareness of CAWA in the community and increase the number of women who benefit from CAWA's programs.

Educational Requirements:

- Post-secondary degree in social work, education, or a related field, and/or 1 year of experience in Social Media is considered an asset
- 1-3 years of experience providing direct supervision to a team

Skills:

- Familiarity with the education and community programming landscape
- Demonstrated ability to manage program delivery and meet deadlines
- Experience researching and reporting on program effectiveness and impact
- Project Management experience is an asset
- Experience leading a small team is an asset
- Fluency in Arabic is an asset
- Has the ability to clearly articulate their message both through verbal and written communication
- Current knowledge of multi-cultural issues, especially relating to the Arab community
- Self-reliant, compassionate, and possessing strong organizational skills
- Comfort with the Office Suite and basic computer skills.
- A successful Police Check and Vulnerable Sector Check is required
- Ability to travel, and if relevant, possession of a valid driver's license with valid and sufficient insurance coverage.



Expectations of all CAWA Employees:

- Represent CAWA well in the community
- Work well with colleagues, the Executive Director and the community in a way that represents CAWA's values
- Look for opportunities to grow community awareness of CAWA and its programs
- Participate in a culture of continuous improvement

Schedule:

- Work hours are generally during the weekday. However, this role requires flexible hours and work in the evenings or weekends to attend events and hold education sessions
- Normally this role works both in office and remote, however during COVID-19 full time remote work may be required

To apply, please send your cover letter and resume to info@cawakw.ca. Please put "**Program Director**" in the subject line. Only candidates selected for an interview will be contacted.

At CAWA we welcome and encourage applications from everyone. Accommodations are available upon request for candidates at every stage of the selection process. If you require accommodation due to a disability throughout the hiring process, please put "**Accommodation**" in the subject line and email info@cawakw.ca or speak to the representative who has reached out to you on CAWA's behalf to schedule an interview.