

Employment Opportunity

Instructor – Sewing Training Program

Start Date: As Soon As Possible
Monday to Friday 8:30 am to 4:30 pm (40 hours/week)
Contract ends April 30, 2023 (with a potential of extension upon funding)

The Canadian Muslim Women's Institute (CMWI), is a non-profit organization founded in 2006. Its goal is to promote and empower refugee and newcomer women and their families socially, economically and spiritually. Our mandate is to build a successful, stronger and more harmoniously diverse society by helping to integrate newcomers, break down barriers, and foster a sense of belonging. CMWI provides assistance to families through various programs and services to enable them to make informed decisions for themselves.

Position Summary

Reporting to the Training Coordinator, the Sewing Instructor is responsible for the Cutting Edge Sewing Employment Training Program that includes curriculum development, instructions to trainees and assessments of prospective candidates to ensure suitable trainees are accepted into the program. In addition, this position will assist in helping to secure jobs after graduation and the daily operations of the Social Enterprise Production Unit. Must be able to maintain a high standard of confidentiality, communication and professionalism.

Main Duties and Responsibilities include but are not limited to

- Review and develop curriculum to ensure trainees acquire the necessary skills
- Assist participants in securing employment during and after training
- Identify and mentor Assistant Sewing Instructors to be future training program leaders
- Build network and partnerships with businesses for potential employment for graduates and maintain ongoing relationship for the Social Enterprise
- Organize factory tours to give practical experience and exposure to participants
- Maintain accurate documentation of applicants and trainees for the funder, update CMWI databases, and provide written and verbal reports to the funder and the supervisor.
- Evaluate program effectiveness and methodology to develop improved processes
- Develop strategies to increase sustainability of the Cutting Edge Sewing Training Program and Social Enterprise

- Assist in managing all production steps from raw materials, quality control to final packing
- Keep archive of completed samples and costing for quick reference for future costings
- Work with trainees to prepare samples and make suggestions to improve sample quality and reduce production time for optimal efficiencies
- Promote and follow safe work practices in accordance with Manitoba Workplace Safety and Health legislation, Safe Work Manitoba guidelines, and in adherence to CMWI's safety and health policies and procedures

Requirements

- Minimum of three years' experience in the garment industry and production line
- A combination of related experience and skills in the garment industry may be considered
- Experience in sewing instruction delivery
- Experience working with newcomers and minority groups
- Proficiency in computer skills including MS word, excel, outlook and internet
- Effective communication skills
- Good record keeping and time management skills

This position requires the successful completion of a Criminal Record Check including vulnerable sector.

Please submit your cover letter and resume to: contact@cmwi.ca

Deadline to apply: Open until filled

We thank all applicants, however only those selected for the interview will be contacted.