

Description for Program Executive

Position

The Program Executive is responsible for overseeing the Chapter's activities. Position reports and gives updates to President and Vice-President and works collaboratively with other Program Executives and the Marketing and Communications Executives.

Commitment

- 1-year term
- 4-6 hours/ month, the time commitment may be higher before and/ or during certain Chapter events or actions
- Attend all Chapter meetings, as outlined in CCMW by-laws
- Agree to CCMW's values and principles as outlined on the next page
- Knowledge of CCMW bylaws

Prerequisite

Be a paid Chapter member

Responsibilities

- Work independently to develop, plan and implement programs for the chapter
- Follow established process to carry out programs for the chapter to enable smooth operations for communications and marketing
- Establish teams to assist with programs
- Develop a program action plan with other Program Executives to provide a wide variety of special events and opportunities that support the Chapter membership
- Solicits event sponsorships
- Arrange presenters and other logistics such as time and date of the event or program
- Coordinate volunteers for each event
- Develop and provide event evaluation forms when applicable and solicit feedback from attendees
- Request assistance for graphics and promotions
- Ensure set-up/ clean-up for events
- Actively seek opportunities to partner and build strategic alliances/ partnerships
- Ensure website, social media and emails are up to date as per Chapter programs and events

- Coordinate marketing materials and communication plan with Marketing and Communication executives

Qualifications

- Knowledge of CCMW and its activities on local and national level
- Ability work independently and as part of a team
- Ability to prioritize and manage multiple partners
- Ability to inspire and motivate others
- Ability work and communicate with Chapter Executive Committee members
- Skills to have: good record keeping, ability to utilize contacts and networking
- Possess tact, discipline and attention to detail
- Strategic thinker

Training

You will be supported and trained by the past Chapter Program Executive Committee member before the officially starting in January 2016.

Submission

Please send your cover letter and resume to toronto@ccmw.com with the “Program Executive” in the subject line by Friday, December 18, 2015 at 12 am.

Mission

Ensure the equity, equality and empowerment of Canadian Muslim women

Values

- To promote Muslim women’s identity in the Canadian context.
- To assist Muslim women to gain an understanding of their rights, responsibilities and roles in Canadian society.
- To promote and encourage understanding and interfaith dialogue between Muslims and other faith communities.
- To contribute to Canadian society the knowledge, life experiences and ideas of Muslim women for the benefit of all.
- To strengthen the bonds of sisterhood among the Muslim communities and among Muslim individuals.
- To stimulate Islamic thinking and action among Muslim women in the Canadian setting.
- To acknowledge and respect the cultural differences among Canadian Muslim women, and to recognize and develop our common cultural heritage.
- To promote a better understanding of Islam and the Islamic way of life in the North American setting.
- To represent Canadian Muslim women at national and international forums.
- To encourage the organization and coordination of Muslim women’s organizations across Canada.

Guiding Principles

- We are guided by the Quranic message of God's mercy and justice, and of the equality of all persons, and that each person is directly answerable to God.
- We value a pluralistic society, and foster the goal of strength and diversity within a unifying vision and the values of Canada. Our identity of being Muslim women and of diverse ethnicity and race is integral to being Canadian.
- As Canadians, we abide by the Charter of Rights and Freedoms and the law of Canada.
- We believe in the universality of human rights, which means equality and social justice, with no restrictions or discrimination based on gender or race.
- We are vigilant in safeguarding and enhancing our identity and our rights to make informed choices amongst a variety of options.
- We acknowledge that CCMW is one voice amongst many who speak on behalf of Muslim women, and that there are others who may represent differing perspectives.
- We aim to be actively inclusive and accepting of diversity among ourselves, as Muslim women.