

# Uzima Spring Newsletter

March 2023

VOLUME 2: ISSUE 1

Take A sneak peak into Uzima's current projects and events

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Thank You For  
Attending and  
Supporting  
UZIMA'S  
INTERNATIONAL  
WOMEN'S DAY  
FUNDRAISING  
DINNER

On 10th March 2023



### Uzima Updates and Reminders

Make sure to visit Uzima's newly re-launched website

[@https://uzimawomeninternational.org/](https://uzimawomeninternational.org/)

- Uzima continues to facilitate its Monthly Seniors Grocery Run
- Uzima facilitated 2 Kindred Advisory Committee Meetings and 3 Kindred Project Workshops
- Uzima carried out a Will and Estate Planning Workshop

### *Past, Current and Upcoming Events and Workshops:*

- International Women's Day Fundraising Dinner
- Kindred Project - Financial Literacy and Black History Month Workshop
- Kindred Project Advisory Committee
- Seniors Knitting Club

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## Message From the Executive Director: Jacobet Edith Wambayi



looking forward to warm weather and many more activities for the year. Like many of you, Uzima has been active winding up projects that will end at the end of this fiscal year.

We thank all of you for making our projects a success. More importantly, we thank you all for the invaluable support for a successful fundraising event held in celebration of international women's day under the theme "Embrace Equality." It is our mandate to promote equality at all fronts through inclusive programs. We believe that 2023 will be a fruitful year that will see Uzima supporting even more Black people.

We know the year will be less challenging as the incidence of COVID -19 continues to go down. We know many Black people are still experiencing the effects of the pandemic and we need to step up our support for them. We have a few upcoming projects for women, seniors, and youth. We believe more funding opportunities will be available to B3 organizations to continue their good work.

Uzima would like to thank our partners, supporters, and volunteers for their invaluable support in our daily work. Please keep up the good work.

Thank you all for your continued support .



Jacobet Edith Wambayi, PhD

Executive Director

[Read More](#)

## Uzima's International Women's Day Fundraising Dinner









**Awardees along side Executive Director Jacobet Edith Wambayi and Board Member Jesse Kiome**







Scarborough North MP - Shaun Chen (right), alongside Executive Director Jacobet Edith Wambayi

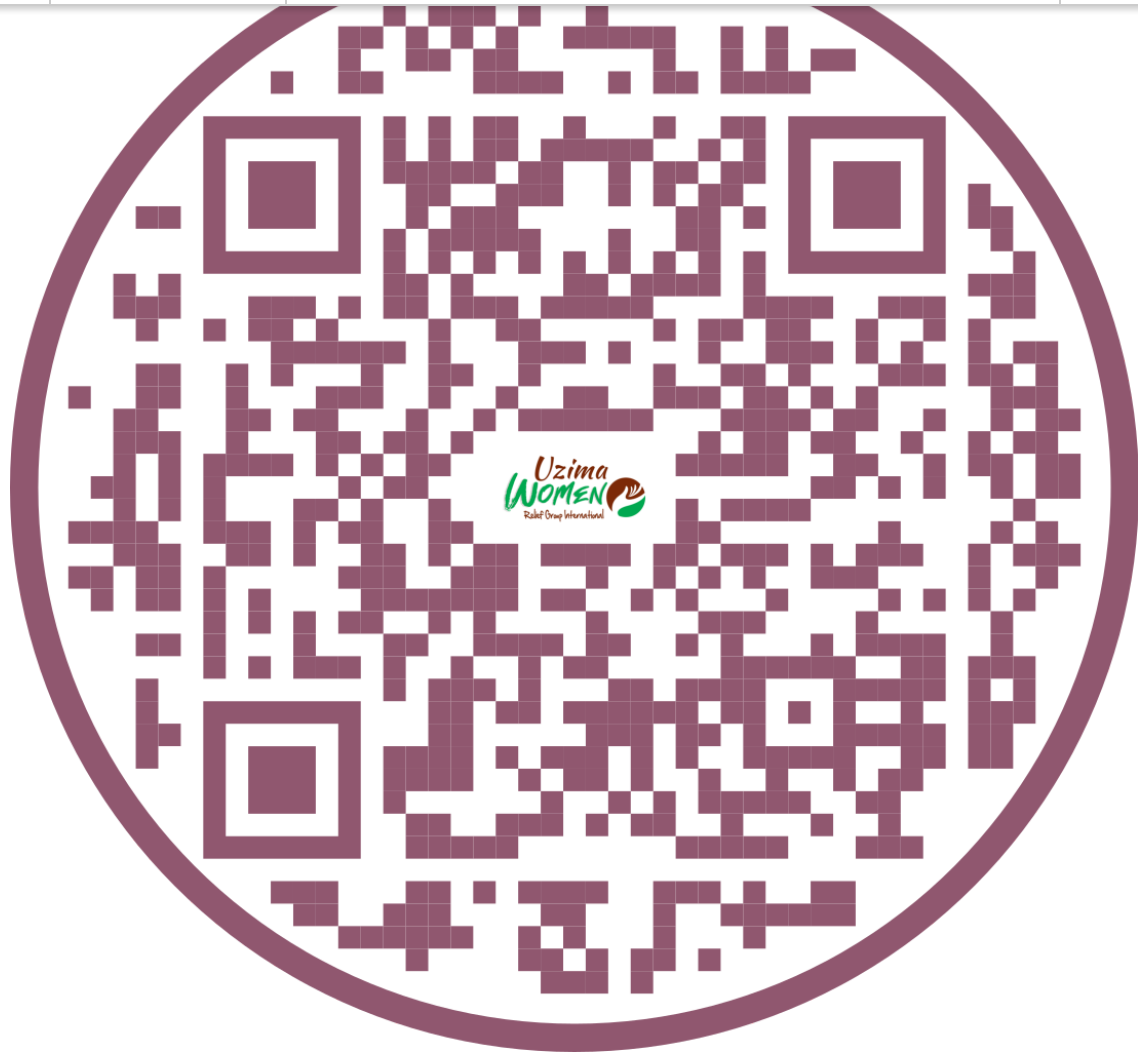
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**A big thank you to Carea CHC for helping to sponsor our International Women's Fundraising Dinner**

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**A brief message from Kindred Foundation regarding Uzima's Kindred Project**

**" We loved reading about your Kindred Advisory Committee and Kindred Workshops. The work that you are doing is impacting so many – thank you for everything that you do".**

## **Job Postings:**

Full time position and Part time positions

\$20 - \$25 per hour

Uzima Women Relief Group International is a Charitable organization incorporated in Ontario with a mandate to support families and communities affected by poverty, war and disease domestically and internationally thus contributing to the global efforts to relieve poverty. Uzima conducts many projects for women, seniors, and youth within marginalized communities in Toronto in partnership with other agencies.

### **POSITION SUMMARY:**

The Project Coordinator will be supervised by the Executive Director and Program Director. This is a fulltime/part time position. The successful candidate will be an experienced project coordinator, able to effectively multi-task on multiple assignments, and have a good knowledge about project management.

### **Job Duties & Responsibilities**

- Manage and coordinate multiple projects to ensure they are completed on time and on budget
- Organize and plan project tasks and schedules
- Manage tasks in accordance with Uzima standards
- Communicate project status, plans, actions, risks, and issues to stakeholders and key project participants
- Stay aware of company goals and strategies to ensure projects align with business priorities
- Facilitate and encourage collaboration across departments to ensure projects are completed successfully
- Delegate work to team members based on skills and expertise
- Optimize project deliverables, schedule, and budgeting
- Work with proposal teams to develop cost estimates and project plans
- Create presentations and reports to communicate project status
- Keep the project team focused on the end goal
- Ensure project team adheres to provided timelines and deliverables
- Ensure documentation is maintained throughout the length of the project
- Solve any issues that may arise during the project



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- Managing day-to-day activities for the Project Management team
  - Analyzing project data and producing progress reports
  - Additionally, other duties as assigned

### **Skills & Qualifications**

- Completion of a college/University program in community development/Social Work or related program
- Minimum of 1-2 years' experience in a Canadian non-profit organization
- Demonstrable problem-solving project management experience and skills
- Knowledge of project management methodologies and best practices
- Strong interpersonal and team leadership skills
- Strong organizational, time management, and verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office tools informational technology, or related fields is an added advantage
- Basic accounting and bookkeeping to track project expenses.
- Proficiency in project management tools and software, including Trello, Asana, Pivotal Tracker, and Basecamp
- Experience with cloud-based hosting platforms and version control tools

### **Please send your cover letter and resume to:**

Executive Director, Uzima Women Relief Group International by March 31, 2023

Email: [info@uzimawomeninternational.org](mailto:info@uzimawomeninternational.org) NO PHONE CALLS

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# **BOARD POSITIONS AT UZIMA WOMEN RELIEF GROUP**

Uzima Women Relief Group International (Uzima) is looking for Board of Directors. A variety of skills, interests, and experience are useful in furthering Uzima's mission, but nominees should ideally have administrative and fiscal oversight. We would also benefit from individuals with Financial management and Legal experience. As a not-for-profit organization, we seek diverse voices in working to improve Uzima. Although we are open to all racial groups, we especially encourage Black, and People of Color, and others currently less represented in our governance groups to consider joining us in these important leadership roles.

As a board member you will be expected to attend quarterly board meetings. Uzima works with strict policies on anti-discrimination and anti-oppression. As a board member you will observe these policies and help other members, staff and volunteers to adhere to them. Uzima would like to stress further that commitment to the board duties, constitution and by-laws is a requirement.

Because Uzima is still evolving, the board is both a working board and a governance board. Board members are therefore expected to help with activities such as administration, accounting and fundraising. The following is a summary of the responsibilities of the board:

- Attend all board and committee meetings, functions and be prepared to participate.
- Stay informed about board and committee matters, review and comment on minutes and reports.
- Stay informed about the organization's mission, services, policies, and programs.
- Follow developments in the community, economy, government, etc. that may affect the organization.
- Serve on committees and offer to take on special assignments.
- Make a personal financial contribution to the organization (usually in Annual membership fees)
- Participate in organizational fundraising.
- Inform your networks about the organization.

If interested, please send your Bio. If you have any questions, please call the cell number below.

@uzimawomeninternational.org

647 748 8870 (w) 647 721 6826 (mobile)

100 Consilium Place, Suite 200, Scarborough ON M1H 3E3 Thank you.

**Thank you for coming for the AGM  
on Saturday -5th November**

[Keep Reading](#)



**Please note that Uzima is actively looking for Volunteers for their events and workshops. If interested please contact Uzima.**

**Office : 647-748-8870**

## Message to Members and Donors

We are fundraising to continually support, guide, educate, and provide personal and professional services to the underprivileged Black and disenfranchised youth , adults , and seniors in the city of Toronto. At Uzima, we take pride in the many workshops, social events and community outreach programs that have contributed to the eradication of many social and mental problems such as

rate, and employment assistance in different impoverished Black communities across Toronto.

If Interested in joining Uzima by contributing to our cause- A gift of any amount can make a big difference. Monetary donations can be made to Uzima Women Relief Group International by cheque or directly to our account: CIBC 02532 51-48219. Uzima attained its charitable status in 2021 (#811274307RR0002) and we are glad to inform you that we will be able to issue Tax receipts directly to donors.

Thank you for all the support!



**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**PHONE #** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

I COMMIT TO GIVE \$\_\_\_\_\_ OVER THE NEXT YEAR.

I PLAN TO GIVE

1X    WEEKLY    TWICE A MONTH    MONTHLY

QUARTELY    OTHER \_\_\_\_\_



**UZIMA INFO & E-TRANSFER**

100 Consilium Place 200 Scarborough, ON M1H 3E3

[info@uzimawomeninternational.org](mailto:info@uzimawomeninternational.org)

(647) 748-8870




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