



The BC Muslim Association

CAREER OPPORTUNITY

The BC Muslim Association (BCMA) is seeking applications for a *female* Funeral Director focusing especially on aiding in funeral services for our *sisters* and providing general administrative assistance as needed.

The BCMA was established in 1966 with its head office in Richmond, British Columbia. It is one of the largest Muslim organizations in Canada serving the Muslim community through its branches and schools. Among its many services, it provides funeral and burial services to the Sunni Muslim community.

The selected potential candidate, who, unless is already a licensed funeral director recognized by the province of BC, will be required to enroll in the Funeral Director Apprenticeship Program for two consecutive years. The program consists of online courses/assignments, in school classes, 3600 hours of work-based training, direct involvement in 50 funeral arrangements, mid-terms and final exams. This is a 24-week online theory program with 126 hours of classroom training. The course is offered from September to June. A requirement for enrollment into the program is to be sponsored by a funeral provider. BCMA will be employing and sponsoring the selected applicant for the funeral director apprenticeship program. The program pre-requisites are high school graduation, 19 years of age and older, computer skills with access to internet and personal statement why you feel you are suited for a career in the funeral service.

The BCMA will reimburse 50% of the related program cost after successful completion of 1st year and the balance after successful completion of the 2nd year apprentice program. Some conditions shall apply. Upon successful completion of the funeral director apprenticeship program and being certified and licensed, BCMA will contract and employ the candidate for a long term career opportunity.

Duties will include but not limited to:

- Provide support to the bereaved
- Arrange and direct the funerals
- Arrange/transfer deceased from the place of death
- Arrange/perform the ghusl of the body, decedent care
- Obtain necessary information and documents required for the funeral
- General Administrative Duties
- Cleaning/Maintenance/Purchasing/Stocking

Skills Required:

- Proficiency in English a must, knowing Arabic an advantage
- Basic computer skills, proficient in MS Excel
- Class 5 Driver's License
- Physically fit (required to lift 50-75lbs)
- Have basic Islamic knowledge

Qualities:

- Having Compassion, Being Caring and Empathetic
- Willingness to work after hours, being on call
- Willing to work with others

Successful Applicants Must Be:

- Eligible to work in Canada, BC Residence, over 19 years old and required to have a Criminal Record Check.

If you are interested in applying for this position, you must be eligible to work in Canada and please submit your covering letter with your resume highlighting your credentials and references

- Email to burial@thebcma.com or mail at:
- The BCMA Vice President - Burial & Funeral Services, 12300 Blundell Road, Richmond BC V6W 1B3

The deadline to submit your application with covering letter, resume and credentials is Thursday May 31, 2018 4:00pm. We thank all applicants for their interest. However, only those candidates short-listed for interview will be contacted.