JOB TITLE: Program / Outreach Director (Full-Time or Part-Time Position)

WORK LOCATION: Islamic Center of Pittsburgh (ICP)

START DATE: Immediately

To Apply: Email resume to boardofdirectors@icp-pgh.org

The Programming Director bolsters the religious educational wing of the Islamic Center Pittsburgh (ICP) to attract and support the Muslim community as well as general public by overseeing the coordination and administration of ongoing programs (including planning, organizing, staffing, and overall supervision of programs, projects and event activities) with the exception of those programs under the responsibility of the Religious Director.

Requirements: Dedicated to representing the Muslim community working within the ethical and moral ethos of Islamic beliefs and principles. The candidate shall have good interpersonal skills, shall be strong in planning and management, and experienced working in dynamic settings. Excellent oral and written communication skills. Is self-motivated and responsible team member. Has familiarity or willingness to learn/use Google calendar, graphic design software (CANVA), Square Space (ICP website format), Mailchimp, etc.

Primary Duties and Responsibilities:

- Responsible for overseeing programming activities in collaboration with the Religious Director to expand and enhance programming.
- Responsible for promoting events by designing flyers, contacting news networks when necessary, managing ICP social media (Facebook, Instagram), website and posting at ICP, maintaining Pittsburgh wide Islamic calendar of events. Organize masjid tours and coordinate speakers offsite in coordination with the Religious Director and his team and maintain ICP’s outreach community database (teachers, preachers, elected officials, friends of ICP, etc)
- Organize and assist in planning major masjid events (annual fundraisers, Eid, Humanity Day, Open House), including managing volunteers and creating and maintaining a volunteer database for on-going activities.
- Oversee volunteer greeters for Friday services, preparation of announcements and publication of a periodic newsletter to include upcoming events, announcements, and the Religious Director’s “khutbah summary.”
- Coordinate with area Islamic centers and Muslim organizations to learn of their events to maximize the value of our weekly newsletter and to avoid of redundancy and scheduling conflicts.
- Submit monthly report to board 48 hours prior to board meetings.
- Ensure that program activities operate within the policies and procedures of ICP
- Document and maintain filing system to document and record program data.
- Oversee the collection and maintenance of records on the program participants for data and statistical purposes within the confidentiality/privacy policies of the organization.
• Support board efforts to secure funding for various ICP programs including but not restricted to social programs; leadership development; inreach and outreach media and programming efforts.

DESIRABLE QUALIFICATIONS: Bachelor’s degree preferred, Worked in dynamic settings having to manage multiple tasks while delivering high quality results. ● Excellent oral and written communication skills. Is self-motivated and responsible team member. ● Knowledgeable with online platforms, social media, website maintenance, and Microsoft Office. ● Valid immigration status, preferably US citizen or permanent resident.

Bonus: Familiarity or fast learning to record all duroos, halaqahs and khutbahs of the imam for ICP YouTube and FB pages and website. Edit footage, recommend needed media software or equipment to maximize viewability.