



JOB TITLE: OUTREACH COORDINATOR (PART-TIME)

Thu-Mon: 1:00 pm – 5:00pm

Islamic Center of Irving (ICI) is looking for a part-time employee for the outreach office. The Outreach Coordinator will serve as the face of the outreach office. The Coordinator will be responsible for the administration of the office, and coordination of various outreach projects throughout the year. We are looking for someone who is self-motivated, organized, and dependable. The ideal candidate prides himself/ herself in promoting the virtues of Islam and has a passion for social service.

We are a diverse community; the Outreach Coordinator shall possess good communication and interpersonal skills. The ideal candidate enjoys working with community members inside and outside ICI, and interacts with all persons and organizations, Muslims and non-Muslims, in a manner that reflects positively on Islam, Muslims, and ICI.

REQUIRED QUALIFICATIONS:

- Basic knowledge in Islam and understanding of Islamic environment
- Working knowledge of MS Office
- Fluency in English (spoken and written)
- Ability to work outside the regular business hours on exception basis (evenings and weekends)
- Valid driver's license with acceptable violation history
- Must be a US citizen or permanent resident

ADDITIONAL QUALIFICATIONS:

- Prior volunteer experience
- Social media skills

ESSENTIAL RESPONSIBILITIES:

Outreach Coordinator/Facilitator is required to work from Da'wa office, located at Islamic Center of Irving (ICI). The Outreach Coordinator is expected to administrate the outreach activities, and facilitate execution of projects by volunteers and other staff. The Coordinator must familiarize himself/ herself with the ICI policies, and exercise considerable discretion and judgement when dealing with complex issues and people in general. The main focus and purpose of this position is facilitation and completion of assigned tasks. The following is a general list of those tasks and duties that should be fulfilled with the utmost attention to detail and standards exemplifying the perfection of our Deen

- Answering telephone calls, responding to emails, directing information requests to appropriate staff and volunteers.
- Processing invoices and reimbursement requests, maintaining expense records, and coordinating day-to-day activities.
- Arranging meetings, preparing agenda and meeting minutes.



- Handling the outreach calendar, scheduling events, making travel arrangements, and receiving visitors.
- Maintaining and expanding databases, assembling and analyzing information, preparing reports and presentations.
- Recruiting, contacting, and following up with volunteers.
- Assisting project leads and volunteers with project execution.
- Contacting and building name recognition in our neighboring community: Churches, Hospitals, Schools, College/University Campuses, and Local businesses by sending letter, follow call, follow up meetings, etc.
- Maintain a journal of these contacts in a spreadsheet form (e.g. Name, Phone, Email, Date of contact, Materials given, etc.)
- Schedule and coordinate speaking engagements and/or tours for our center (ICI)
- Schedule and coordinate speaking engagements at Churches, Hospitals, Schools, College/University Campuses, and Local business etc.
- Contact and follow up with Imam for any specific questions or issues
- Scheduling instructors for the weekend Classes (Sunday Classes: Discover Islam and Islam 101, Open Doors Open Hearts)
- Facilitation of new Muslims to Ansar program
- Work with volunteers to help with assigned tasks with the consent of one of the Core Outreach Lead (e.g. Help with mail, running errands, answering phones, etc. can be delegated to a trained and scripted volunteer)
- Participate during Special Events/Programs (e.g. Open Houses)
- Participate in scheduled meetings with the manager
- Perform other duties as required
- Once employed part-time, the employee must not exceed 80 hours per month on Outreach tasks. Candidates who demonstrate flexibility to support certain events, such as Church visits outside of regular office hours but within 80 hrs/month, will be given preference over others. Should there be a need for extra hours beyond the 80 hours per month, please obtain prior approval from the Manager and the associated compensation, if any.

COMPENSATION

The employee will perform his/her duties in an office setting. We offer a competitive pay rate that commensurate with your education and experience. For this position the hourly rate will be in the range of \$15 to \$20.

HOW TO APPLY

Please submit your resume to salim.shaikh@irvingmasjid.org for consideration.