



ISOC has seasonal/temporary job opening for a Ramadan Coordinator.

Ramadan Coordinator

Dates: February 24, 2020 - May 24, 2020 (90 Day Work Period)

Work Location: ISOC

Before & After Ramadan: 20+ hrs/wk; During Ramadan: 40+ hrs/wk

Compensation: Depends on experience

Summary:

Ramadan is primarily a volunteer and community based effort and a handful of staff play a critical role in ensuring smooth operations of all facets of Ramadan, activities and programs. ISOC is looking for a coordinator who can manage and facilitate the interactions and responsibilities between all of the volunteers, committees, board, and staff to ensure our community gets the best experience, Insha'Allah.

Qualifications:

- Must have proven project management experience
- Experience with documentation of processes using GoogleApps
- Excellent communication skills, delegate effectively, and keep teams and community members motivated
- Ability to work under pressure and conflict resolution, public relations
- Ability to adapt to changing conditions from large volume of volunteers
- Must be flexible with schedule
- Prior Ramadan involvement/experience at ISOC is preferable.

How to Apply:

Email resume to Jobs@isocmasjid.org

Submit one paragraph per question:

1. In steps, explain a project you completed. Describe your role, number of people involved, what challenges you encountered and how you resolved them.
2. Describe ideas you have to make Ramadan at ISOC extra special in 2020.

Deadline: Open until filled