

Job Description



OVERVIEW			
Job Title	Assistant to Office of Imams		
Department	ADAMS Office of the Imams (AOI)		
Reporting Relationships	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reports to: AOI Lead Coordinator (Primary) AOI Executive Assistant (Secondary)</td> <td style="width: 50%;">Supports: ADAMS Executive Assistant Qurtuba AYYA</td> </tr> </table>	Reports to: AOI Lead Coordinator (Primary) AOI Executive Assistant (Secondary)	Supports: ADAMS Executive Assistant Qurtuba AYYA
Reports to: AOI Lead Coordinator (Primary) AOI Executive Assistant (Secondary)	Supports: ADAMS Executive Assistant Qurtuba AYYA		
Role Purpose	The Imam's assistant provides critical day to day secretarial and administrative support necessary to maintain the efficiency and confidentiality of the Office of the Imams.		

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Primary Services (95%)	<ul style="list-style-type: none"> Monitor, Manage, and Follow up on AOI request form Conduct research assigned by the Executive Imam Develop project materials, prepare documents and visual exhibits Organize, proofread, and update documents as needed Coordinate activities for meetings and conferences Contribute to the development of religious programs and schedule meetings Develop relationships with program participants Assisting in the design of new programs
Administrative Activities (5%)	<ul style="list-style-type: none"> Participate in AOI & staff meetings as requested Attend administrative meetings with the Chief of Staff (CoS) as requested

QUALIFICATIONS/REQUIREMENTS	
Necessary Knowledge, Skills and Experience	<ul style="list-style-type: none"> Strong interpersonal communication and organizational skills, attention to details, self-motivated, critical thinker and problem-solver Collaborative team player with the ability to manage multiple projects in a fast-paced environment Excellent written communication and proofreading skills Should be familiar with culture and American history Proficiency in MS Office Suite, particularly Excel and PowerPoint and be able to schedule meetings via MS Outlook. Must have general knowledge of Islam and Sunnah Strong Organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Forward looking thinker, who actively seeks opportunities and proposes solutions. Emotional maturity Highly resourceful team player, with the ability to also be extremely effective independently. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

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Education and Certification Requirements	<ul style="list-style-type: none">• High school diploma required• Completion of at least 2 years in college is require• Bachelors' degree preferred• Project management experience preferred
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WORKING CONDITIONS

Working Environment	Although the Executive Imam will often require meetings outside of ADAMS facilities, there should be some "core hours" throughout the week that are agreed upon with the Executive Imam/Assistant.
Work Timings	Part time position