

# Job Description



OVERVIEW	
<b>Job Title</b>	<b>Marriage Coordinator</b>
<b>Department</b>	ADAMS Wellness Services
<b>Reporting Relationships</b>	Reports to: AWS Program Manager
<b>Role Purpose</b>	To provide administrative and coordination of all Pre/Marriage and Divorce Services

KEY ACCOUNTABILITIES & ACTIVITIES	
<b>Key Accountabilities</b>	<b>Key Activities</b>
Administrative Services (90%)	<ul style="list-style-type: none"> <li>• Receive and Respond to Marriage Ceremony Requests</li> <li>• Coordinate with AOI, Reservations team, Premarital Counselor(s) and couple</li> <li>• Work for 5 days a week with two days off (specific days to be determined by AOI)</li> <li>• For the five days, respond to emails, phone calls, walk-ins and prepare</li> <li>• Prepare Nikah Files</li> <li>• Prepare Divorce Files</li> <li>• Maintain Filing Cabinet</li> <li>• Maintain SmartSheets Nikah Request and Divorce Requests</li> <li>• Reservations for Nikah ceremonies and events</li> <li>• Work with AOI Manager to schedule Imam for Nikah Req</li> <li>• Intake of necessary paperwork for matrimonial/marriage and divorce</li> <li>• Participate in weekly department meetings</li> <li>• Weekly 1-2-1 meeting with Program Manager</li> <li>• Support Operations staff with how to set up the musalah as requested by the couple</li> <li>• Marriage License completion with Imam's signature</li> </ul>
Program Activities (10%)	<ul style="list-style-type: none"> <li>• Support Programing related to these topics (Some weekends required)                             <ul style="list-style-type: none"> <li>○ Matrimonial Events</li> <li>○ Workshops</li> <li>○ Support Groups</li> </ul> </li> <li>• Taking license to the post office</li> </ul>

QUALIFICATIONS/REQUIREMENTS	
<b>Necessary Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Word/ Microsoft Excel</li> <li>• Smartsheets</li> <li>• FMX – reservations</li> <li>• Must have excellent interpersonal skills and the ability to work well with a diverse community.</li> <li>• Must have excellent written communication skills</li> <li>• Should be familiar with American Culture.</li> </ul>

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	<ul style="list-style-type: none"><li>• Must maintain confidentiality of all clients</li><li>• Must agree and follow ADAMS' mission and vision.</li></ul>
<b>Education and Certification Requirements</b>	<ul style="list-style-type: none"><li>• Must have basic Islamic education</li><li>• Bachelors preferred</li></ul>

## **WORKING CONDITIONS**

<b>Working Environment</b>	Although there is some flexibility with start and end timings, there should be some "core hours" throughout the week that are agreed upon with the AWS. This position may require some coordination with ADAMS Branches.
<b>Work Timings</b>	30 hrs/week, Weekend availability required. Office is closed on Wednesday