

Job Title: High School Youth Coordinator
Job Category: Operations and Programming
Job Type: Regular
Time Type: Full-time
Location: Various ADAMS Branches

Over the past four decades, the ADAMS has grown into one of the largest Muslim communities in the Washington, D.C. area. Today, we serve the areas of Sterling, Ashburn, Centerville, Chantilly, Gainesville, Great Falls, Herndon, Leesburg, McLean, and Reston, in northern Virginia. Our community continues to grow each year as more families join us.

The All-Dulles Area Muslim Society (ADAMS) is searching for a full-time High School Youth Coordinator. The High School Youth Coordinator will build upon the existing foundation and history of the ADAMS Youth Program and be a member of the ADAMS Youth Committee. The High School Youth Coordinator will report directly to the Youth Director. The High School Youth Coordinator will work non-traditional hours and primarily when the youth are in masjid. Brothers and sisters are encouraged to apply.

Responsibilities

- Create personal relationships with ADAMS high school youth and empower them to organize their own events and programs within the larger ADAMS structure
- Supporting local high school MSAs
- Facilitating the participation in the annual MIST competition
- Organize youth camps, educational programs, and recreational activities.
- Further advocate for ADAMS Youth and help create space for them within all ADAMS branches wherever necessary.
- Mentor high schoolers and develop high school leads.
- Recruiting and managing youth volunteer teams across ADAMS branches
- Organize weekly youth programs across each ADAMS branch
- Organize multiple monthly activities across each ADAMS branch (outings, social events, social service events etc.)
- Organize quarterly branch wide events such as camps, BBQs, trips etc.
- All efforts should be directed towards having the youth connect to the masjid (all our branches) and to one another.

Qualifications

- 3-5 years' work/volunteer experience in managing youth programs or programs related to youth
- Strong organizational, project management, and leadership skills

- Ability to manage people, budgets and funds
- Deep understanding of challenges and opportunities for Muslim American youth
- A strong understanding of the fundamentals of Islam and Islamic etiquette and manners
- Passionate about Islam as a way of life and guiding young Muslims as a career
- Highly motivated, self-directed, and enthusiastic
- Engaging, energetic and fun loving
- Ability to work well with others in a team environment
- Ability to problem solve, improvise, and be resourceful
- Ability to network with internal and external communities
- Ability to work with diverse populations and different age groups, such as low-income, disabled or otherwise marginalized youth
- Familiarity with basic computer skills: Email, MS Office, Google Documents, Canva, social media etc.
- Be willing to learn additional computer applications as needed
- Be able to work under pressure and meet deadlines with a positive attitude
- Familiarity with American society and culture
- Possess a valid driver's licence

Interested candidates should submit a cover letter, resume and at least one (1) reference letter to HR@adamscenter.org.