

**Job Title**: Funeral Director

**Job Category:** Operations

**Job Type:** Regular

**Time Type:** Part-time, 20 hours per week

**Location:** Sterling, Virginia

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 Funeral Director for ADAMS is responsible for overseeing all aspects of funeral services, ensuring compliance with state regulations, and providing exceptional care to the families we serve. This role requires a deep understanding of Virginia’s legal requirements for funeral practices, Islamic Funeral practices, along with excellent interpersonal skills.

**Key Responsibilities**

***Funeral Service Management***

* Coordinate and direct funeral services, including visitations, memorial services, and burial arrangements
* Ensure all necessary legal paperwork is completed, including death certificates and burial permits
* Manage all aspects of the preparation and the presentation of the deceased in accordance with Islamic principles and state laws
* Arrange for transportation of the deceased to the ADAMS Funeral Home and cemetery
* Collaborate with ADAMS Office of the Imams, Funeral Services, Operations, and other key departments within ADAMS to create a personalized and meaningful funeral experience

***Family Support***

* Meet with families to discuss and plan funeral arrangements
* Provide grief support resources and referral information to families as needed
* Assist families in understanding and navigating the pre-need arrangements, life insurance claims, and other benefits

***Regulatory Compliance***

* Ensure all funeral home operations comply with the Virginia Board of Funeral Directors and Embalmers’ regulations.
* Maintain accurate and up to date records, including pre-need contracts and at-need arrangements
* Stay informed about changes in state laws and industry practices to ensure ongoing compliance

***Business and Administrative Duties***

* Work with Funeral Services team to ensure appropriate processes are in place for scheduling, training, etc.
* Oversee inventory and ordering of necessary supplies, such as burial shrouds, caskets, etc.
* Ensure funeral home is maintained in clean, safe, and welcoming conditions.
* Participate in community outreach and marketing activities to promote funeral home services

**Qualifications**

* High School diploma or equivalent is required. Associate's degree in mortuary science, preferred.
* Must be a licensed Funeral Director and Embalmer in the state of Virginia or can obtain licensure before starting the position
* Knowledgeable in conducting Islamic Funerals including performing Ghusal (washing of the body) and Janazah Prayers
* 2-3 years' experience in funeral directing
* Strong interpersonal and communication skills, with the ability to provide compassionate support to grieving families
* Knowledge of Virginia’s funeral service laws and regulations
* Proficiency in Microsoft Office suite
* Ability to handle multiple tasks efficiently and work well under pressure

**Physical Requirements**

* Ability to lift and move heavy objects, including casket and other funeral-related equipment
* Must be able to stand, walk, and bend for extended periods of time
* Comfortable working in a funeral home environment, including exposure to deceased individuals

**Work Environment**

* This position requires working in a funeral home and cemetery environment
* Must be available to work evenings, weekends, and holidays as needed, including being on-call for emergency services

**Salary and Benefits**

* Competitive salary based on experience and qualifications

**How to Apply:** Interested candidates should submit a resume, cover letter, and proof of Virginia licensure to hr@adamscenter.org. Applications will be reviewed on a rolling basis until the position is filled.

**Equal Opportunity Employer:** We are an equal opportunity employer.