



## Qahwa Programs Manager - Full-Time

**POSITION:** Qahwa Programs Manager

**REPORTS TO:** Youth Director

**SUMMARY:** Qahwa is seeking a highly motivated, full-time (40 nontraditional hours including nights and weekends) Programs Manager for all Qahwa-related events, programs, and activities. S/he will report directly to the Youth Director. The ideal candidate will be a self-starter, flexible, and able to multitask under minimal supervision.

### Job Responsibilities

- Develop, coordinate, and implement all Qahwa-related events, programs, and activities
- Collaborate with the following teams on strategy and coordination:
  - Qahwa Youth Programming Committee (1 weekly meeting)
  - Youth Committee (1 bi-weekly meeting)
  - Youth Director/Coordinator
  - ADAMS Marketing team (as needed)
  - Facilities and Operations team (as needed)
  - Café Manager (as needed)
  - ADAM Office of the Imams (as needed)
  - Club/Education/Events administrators (as needed)
- Develop effective outreach strategies to attract youth to programming and relevant nationally and internationally recognized guests to Qahwa
- Train, schedule, and supervise volunteers and mentors who will support programs, events, and activities
- Guide and implement youth-led initiatives
- Promote youth and parent engagement through community events
- Monitor, analyze and report metrics on events/program engagement
- Maintain self-sustainable programming within approved budget structure
- Other tasks and duties reasonably related to the job responsibilities

### Key Skills and Competencies

- Taqwa (God-Consciousness)
- Demonstrates empathy, kindness, patience, reliability, flexibility, and emotional intelligence

- Self-motivated and energetic
- Ability to network and build trusting, long-lasting relationships
- Values diversity, equity, inclusion, and justice
- Keen organizational ability
- Great listener and responds positively to critical feedback
- Strong written and verbal marketing and communication skills
- Social media savvy
- Effective team player
- Demonstrates ability to effectively mentor youth

#### **Education/Experience**

- 3-6 years of youth development / events coordination experience; or equivalent combination of education and experience
- Able to read and speak English fluently
- Proficiency in Microsoft Office Suite, Canva, Eventbrite/GiveButter, Social Media

#### **Submission**

- Please submit a resume, cover letter, and references to **hr@adamscenter.org**