

March 2018

The Islamic Society of North America (ISNA)

VISION: To be an exemplary and unifying Islamic organization in North America that contributes to the betterment of the Muslim community and society at large.

MISSION: To foster the development of the Muslim community, interfaith relations, civic engagement, and better understanding of Islam.

ISNA conducts many programs and events across the country throughout the year to fulfill its vision and mission. The ISNA Annual Convention is one such event that provides quality programs, fellowship, worship, professional networking, and so much more for Muslims and guests from around the country and the world.

55th Annual ISNA Convention

Dates: August 31 – September 3, 2018
Location: George R. Brown Convention Center, Houston, TX
Theme: In God We Trust

ISNA is seeking energetic people to help the staff plan for and implement the many tasks required to achieve a beneficial and memorable convention for all the participants – attendees, guests, speakers, and volunteers. These temporary, internship positions offer a variety of opportunities to experience various aspects of working with staff of a non-profit organization.

Temporary jobs are available from April through September 2018. These positions listed below are paid an hourly wage, with part-time and full-time hours.

ISNA Development Foundation (IDF), at ISNA HQ, Plainfield, Indiana

- Responsibilities
 - Help with mailing materials out to donors (receipts and other requested informational items) as well as compiling marketing kits and/or other required materials for specific trips or meetings
 - Assist with scanning, faxing, typing and email correspondence
 - Assist IDF with pre- and post- Community Service Recognition Luncheon (CSRL)/Annual Convention preparation, including but not limited to: inventory, packaging, tickets sales (including direct calling), collecting and organizing convention materials, and any other logistics
 - Assist IDF staff with the on-site logistics for CSRL and Saturday Evening Main Session, ISNA booth and parallel sessions as needed
 - Assist with material and/or logistical preparations for Ramadan events and visits

Communications Department, at ISNA HQ, Plainfield, Indiana, preferred, but not required

- Responsibilities
 - Organize ISNA's video archive and updating the YouTube channel

- Assist with digital marketing for the Annual Convention including, but not limited to, social media campaigns, Facebook and Google ads, and social media contests
- Design graphics to be used on social media and in newsletters
- Lead social media efforts on site during the Annual Convention
- Work 10 – 20 hours per week
- **Qualifications, specific**
 - Firm grasp of available tools and platforms in the social media space including Facebook, Twitter, Instagram, Snapchat, YouTube, and Hootsuite
 - Proficiency in Adobe Creative Cloud and Microsoft Office
 - Experience and Knowledge with HTML and Wordpress
 - Experience in video editing
 - Effective communicator, written and oral

Conventions, Conferences & Marketing Department, at ISNA HQ, Plainfield, Indiana

- Every year the ISNA Annual Convention brings together thousands of Muslims from across the country. Conventions Department manages the annual convention and regional conferences including functions such as overall event management, coordination of logistics, bazaar and exhibits, registration, sponsorships, entertainment programs, housing/hotels, special events, volunteers, and overall coordination of the convention.
 - Internships in areas of Special Events and in Registration
- **Special Events – Responsibilities**
 - ISNA organizes special events each year at its annual convention. This job will involve coordinating event registration, data maintenance, communication with applicants/ participants, onsite coordination at the convention, processing confirmations after approval, after event reports, and more. Special events include the following:
 - Film Festival
 - Art Exhibit
 - Photography Exhibit
 - Basketball Tournament
 - Other convention special events
- **Registration – Responsibilities**
 - This job will involve assisting with convention registration, data maintenance, communicating with attendees, assisting in onsite registration, onsite package, hotel reservation assistance, and other registration related tasks.

Education & Program Development Department, at ISNA HQ, Plainfield, Indiana

- **Responsibilities**
 - Compile biographies of convention speakers for the “Speakers’ Bio” Booklet and the “Who’s Who” List
 - Assist in the organization of the “Qira’at Competition”
 - Assist in the organization and implementation of the “Meet the Author” program
 - Other tasks related to the convention program may be assigned by the director, as needed

Islamic Horizons Magazine

- Responsibilities
 - Index all copies of the magazine.
 - Prepare index for website, with search accessibility.

General qualifications required for the above positions:

- Strong organizational, communication (written and oral), project and time management, and problem-solving skills, with attention for details
- Good interpersonal skills for “customer service”
- Good computer skills (Microsoft Office suite, cloud drives, database software, Excel)
- Ability to work in a fast-paced environment
- Self-motivated, can work independently, but work with and report to the department director and staff
- Exceptional high school or university student
- Must be able to work during the Annual Convention in Houston

Application Process:

Interested persons are invited to email their resume stating education, work history, and references, along with a cover letter and copies of relevant academic certificates to: jobs@isna.net
Also specify which position(s) you would like to be involved in.