ISLAMIC SOCIETY of NORTH AMERICA ISNA

Job Announcement

YouthDev Sustainability & Development Coordinator

ISNA's Youth Development Dept. (YouthDev) is a team of driven individuals focusing on youth development and support. Within the first year of their formal establishment, the 6 MYNA Regional Executive Committees added 12 camps, 4 regional conferences and over 40 official MYNA officers to its structure. Each region's development also led to several community service projects. With proper mentorship and support, we will be able to expand the regional structure many folds beyond the current pace. ISNA's YouthDev is looking for a dedicated and qualified, full-time, motivated and energetic individual who can help keep such growth sustainable, oversee the department's financial operations, and help bring YouthDev's newly developed services to communities to foster regional growth.

Job Description:

- Manage, oversee, and advise on the execution of youth programming in the South Central Region
- Expand and support the development of further programming in the South Central Region
- Help develop and grow the department's presence in various regions across the nation
- Ensure programming across the nation is properly supported
- Track all expenses within the department
- Handle the recording of all finances
- Manage and ensure the submission and delivery of reimbursements
- Write grants
- Oversee and execute all staff and volunteer travel
- Explore and execute sustainable funding models for the department's various projects
- Manage & advise MYNAs Finance Dept.
- Manage & execute fundraising initiatives programs and events throughout all regions.
- Develop & maintain the Alumni Database, association and subsequent programming.
- Full time: 40 hours/week

Qualifications:

Successful applicants should be knowledgeable about event planning; having previous experience with non-profit organizations is preferable. Applicants must fulfill the following:

- College/University degree
- Experience working with youth
- Excellent organizational, communication, project management, and problem-solving skills
- Excellent computer skills (Office, cloud drives, database software)
- Ability to work with diverse age groups
- Previous event planning experience is preferred
- Familiarity with the Muslim community is preferred
- Familiarity with ISNA and MYNA is preferred
- Can work remotely
- Self-motivated, can work independently, but report frequently with YouthDev Director
- Must be able to travel to multiple camps and events per year
- This position reports to the Director of YouthDev
- Ability to work an alternative and flexible schedule.
- Must have a valid passport and drivers license
- Must be able to travel between Canada and the US
- Must be able to rent and drive rented vehicles.

Note:

ISNA is a religious, not-for-profit organization, which offers a variety of services to meet the religious, educational, and cultural needs of Muslim communities across North America.

Contact:

Interested persons should email a comprehensive resume stating education, work history, and references, along with a cover letter and copies of relevant academic certificates to:

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