



YPSD Marketing & Documentation Fellowship

The Islamic Society of North America is seeking college students or recent graduates with previous leadership experience, strong organization skills, and experience working with youth for an exciting and demanding fellowship program.

What is a Fellowship?

Fellowships are short-term opportunities that can last from a few months to several years designed to focus on the professional development of the fellow and are sponsored by a specific organization looking to expand the leadership within their designated field.

Depending on the program, activities can include graduate study in a specific field, research to advance work on a particular issue, developing new community-based initiatives, training to support the fellow's growth, and opportunities to further explore a particular field of work.

Why should I apply for this fellowship program?

ISNA's Youth Programming and Services Dept. (YPSD) is a team of driven individuals focusing on youth development and support, including direct work with ISNA's national youth organization, the Muslim Youth of North America. Through its various leadership camps and other offered programs, YPSD assists MYNA in not only empowering Muslim youth to become engaged and active leaders in their spheres back home—whether it's religious, social, or even political—but also gives them the platform and skills they need to succeed.

YPSD and MYNA are ready to help establish more local leadership retreats and seminars, civic education, outreach events, counseling services, and much more to fulfill the needs of North American Muslim youth. With proper mentorship and support, we will be able to expand the regional structure many folds beyond the current pace.

This fellowship will not only accomplish that need for the organization, but it will allow the fellow to engage in real, hands-on experiential learning. The fellow will take on a great deal of responsibility quickly, participating in unique experiences that are not typically available to someone starting out in an entry-level position. This fellowship is also committed to the professional development of the fellow, providing him or her with opportunities to participate in academic seminars, in-depth research and analysis of a particular issue area, and a broad curriculum of skills development in leadership, community organizing, media relations, and more.

What are the duties and responsibilities associated with this fellowship?

YPSD Marketing & Documentation Fellows will be responsible for two main areas of need: media relations and organizational streamlining.

In relation to media relations, fellows will be responsible for:

- Publishing press releases and articles about MYNA's events, initiatives, and success on both MYNA and ISNA's newsletters
- Sending press releases and articles about MYNA's events, initiatives, and success to national media to market the organization's mission and success stories
- Developing marketing material to promote ISNA and MYNA's mission and vision and releasing them to local and national outlets, both Muslim and non-Muslim
- Advertising for upcoming events and publishing detailed write-ups after the event has concluded
- Keeping an open eye for potential longer features on MYNA youth who are doing something extraordinary and publishing their stories to share

In relation to organizational streamlining, fellows will be responsible for:

- Creating documentation for organizational processes, including training, event planning, policy, or technical.
- Assisting and overseeing event planning committees as assigned
- Researching and contributing new ideas to enhance the function and execution of the organization

What are the job 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 or college senior
- 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 YPSD Director
- Must be able to travel to multiple camps and events per year
- This position reports to the Director of YPSD
- 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

How do I apply?

Applicants must submit a resume, cover letter, and references to: jobs@isna.net

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.