

Education Director

ORGANIZATION BACKGROUND

Founded in 2004, IECPA (Jesus Son of Mary Mosque) is a registered 501(c)(3) non-profit organization servicing the local Lehigh Valley community through a host of religious and social programs.

VISION + MISSION

Our **vision** is to **uplift** the local community by fostering a sense of unity that embodies Islamic values and develops well-rounded members of society.

Our **mission** is to **educate** the Lehigh Valley community about the tenets of Islam by providing educational, religious, social, and economic services to all those in need.

Job Title	Education Director
Location	Islamic Education Center of PA, 6635 Tilghman Street, Allentown PA 18106
Reporting Line	IECPA Board

ROLE MISSION STATEMENT

The Education Director serves as the general administrative leader of IECPA's educational programs throughout the week. The Education Director is responsible for coordinating the work of all classes and departments toward the overarching objective of laying the proper Islamic foundation for our community.

The ED will lead the instructors in planning, organizing, enlisting, and equipping students with a strong academic foundation in Islamic knowledge.

KEY ROLE RESPONSIBILITIES

Programs

Create, arrange, and implement various educational programs and events for children, adolescents, and adults. Work with current staff/volunteers to improve existing programs and create new programs based on the community's needs. Manage existing IECPA on going classes (Sunday school, Tajan Quran & Islamic and other currently under development classes).

Training and Supervision

The education director must be able to recruit volunteers, interview prospective staff, create work schedules and evaluate performance to build a successful and supportive team. The education director is expected to train and arrange training workshops of new personnel and existing staff/volunteers. The education director shall undergo professional development and training programs.

Budgeting

Create, manage, and operate within a budget determined by the Board. Maintain financial accounts and create budgets and reports to submit to the masjid board periodically and as requested.

Marketing

The education director must have experience in utilizing industry standards for marketing to increase enrollment and network as needed with the local community. The education director is expected to work with local school districts, community leaders, and parents to distribute information about masjid educational programs.

KEY COMPETENCIES

Required Knowledge, Skills, and Abilities

- 5+ years of experience in administration
- Fluent in English, both oral and written
- Must possess strong public relations and networking skills.
- Possesses strong leadership qualities, and strong conflict resolution capabilities.
- Works well as part of a team and is willing to step in & backfill where needed.
- Self-motivated and entrepreneurial minded.
- Demonstrates strong work ethic, maturity, and experience.
- Strong Islamic Character with good communication, organizational and leadership abilities.
- Displays effective multitasking and time management skills.
- Strong Project Management & Scheduling skills.

Preferred Knowledge, Skills, and Abilities

- BS/BA Degree in Education, Curriculum Development, Administration or a related field from a US accredited college or university with relevant teaching certification.
- Proficiency in Arabic is highly preferred.
- Proven Quranic and Islamic knowledge and/or degree/coursework in Islamic studies will be highly desired.
- Highly skilled with computers and technology.
- Be adaptive to irregular hours due to timings of events and dates of special events (Ramadan, Jumu'ah, etc.).

SALARY

Based on experience.

HOW TO APPLY

Submit your application to bd@iecpa.org