

**POSITION:** Islamic Center of Greater Cincinnati Assistant Youth Coordinator

**POSITION SUMMARY:** Reporting to the ICGC Youth Coordinator, the Assistant Youth Coordinator will provide program and administrative support for the Youth Coordinator at ICGC in the development and implementation of Youth Programs.

This is a part-time hourly position with an expected time commitment of 20 hrs./wk. The pay range is \$15 to \$18/hr. (Commensurate with experience and credentials).

Must be available to work on evening during ICGC Youth Programs. Other office hours are flexible & **may be able to work remotely for some duties.**

**Job Requirement / Primary Responsibilities**

- Minimum 18 years of age.
- High school diploma or equivalent.
- Fluency in the English language, oral and written.
- Self-directed and detail-oriented.
- Demonstrated organization and communication skills.
- Demonstrated ability to work with diverse populations.
- Proficient computer and social media skills.
- Help to plan, organize, and execute youth programs.
- Capable of receiving and acting upon constructive feedback and suggestions.
- Familiarity with issues faced by youth raised in North America.
- Positive character, morals, and manners.
- Tolerant and calm, especially in difficult and stressful situations.
- Able to work weekends and some weekday evenings.
- Work collaboratively with staff & volunteers to achieve goals
- Adhere to professional standards as outlined by ICGC protocols, rules & regulations
- Perform a range of associated administrative functions, as needed
- Critical thinking, problem-solving, organization, attention to detail, leadership, goal-focused, team player, clear spoken and written communication, active listening & social grace.

**CORE DUTIES AND RESPONSIBILITIES:** The Assistant Youth Coordinator will assist to coordinate, develop and implement youth activities at ICGC. The AYC is responsible for social media coordination for ICGC Youth Activities. The AYC will be assigned other administrative duties.

*This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. ICGC reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.*

**Interested applicants, please email your most current resume to [iarrazi@icgc.us](mailto:iarrazi@icgc.us)**