

ICN Bellevue Mosque Office Manager Job Description

The ICN Bellevue Mosque (ICNBM) Office Manager position is a part-time salaried position. The selected person is responsible for the administrative implementation of ICNBM's strategy and will work closely with the ICNBM Board, reporting to the President or Vice President of the Board.

Key Roles and Responsibilities:

Member Relations & Communication

- Communicate updates/announcements through means such as website, email, Jumuah, and social media.
- Retrieve all incoming communications (mail, emails, calls, voice messages, website/social media contacts etc.) and respond or forward to the applicable person for follow up.
- Create and maintain up-to-date membership and contact lists, donation management and communication databases.

Receiving, Recording, and Depositing Funds

- Count collections using appropriate procedures and prepare the funds for bank deposits.
- Work with weekend school administration to keep record of fee collection and bank deposits.
- This position documents donation and non-donation income in the donation and accounting software noting date, amount, donor/payer, account, and campaign. (Proper training will be provided)
- To obtain and record pledges made during year and for fundraisers using appropriate procedures.

Accounts Payable

The bookkeeper keeps track of and verifies bills/invoices and zakat requests and forward to treasurer for payment. Once paid, record expenditures in accounting software for proper financial reporting.

Record Keeping

Implement a system for organizing documents, protecting sensitive information and establishing standard operating procedures for all digital documentation (such as Google Drive).

Facilities and Contracts Management

- Responsible to ensure facilities maintenance is up-to-date through contractors or other employees.
- Administer all purchasing activities at ICNBM (such as documenting purchasing needs, obtaining multiple quotes, submission to purchasing documentation & approval system, follow up with order fulfilments and payments).

Other Administrative Activities

- Plan, coordinate, and supervise all aspects of ICNBM events and activities
- Coordinate with ICN 12South outreach committee.
- Keep contact with community members during scheduled office hours and pre-scheduled ICNBM events.
- Any other ICNBM activities as per the direction of EC President.

Required qualifications:

- Bachelor's degree in Business, Communication, Public Relations or a related field
- Leadership and teamwork experience in an Islamic or nonprofit setting
- Positive attitude, Integrity and Trust
- Excellent communication/writing skills and ability to deal with an audience of diverse backgrounds & cultures
- Must be a U.S. citizen or permanent legal resident

Salary & schedule: \$1,000 Monthly Salary. Flexible work times estimated average of 15~20 hours weekly.

If interested, please send your resume, along with the two references to the EC at info@icnbn.org