

ISCJ Program and Youth Coordinator

About ISCJ

The Islamic Society of Central Jersey (ISCJ) is a non-profit, tax-exempt organization serving the Central Jersey community for over 50 years. ISCJ provides religious, educational, and community services that foster spiritual growth, connection, and civic engagement.

Position Summary

The Program and Youth Coordinator is a part-time role responsible for planning, organizing, and executing a wide range of community and youth-focused programs. This position reports to the ISCJ President (or designee) and plays a key role in strengthening community engagement through educational, recreational, and spiritually enriching initiatives.

Core Responsibilities

Program Planning & Execution:

- Develop, document and implement a comprehensive annual programming plan
- Plan youth, family-oriented, Ramadan, Eid, and community programs
- Support existing ISCJ committees/events when applicable (e.g. Sanad, LIT, QA, Fundraiser)

Youth Development & Mentorship:

- Serve as a teacher, mentor, problem solver and role model
- Support conflict resolution and youth challenges
- Develop strategies to increase youth participation and retention across programs
- Identify and mentor youth leaders within the community
- Provide structured opportunities for youth to plan and lead programs

Marketing & Communications:

- Create content/promotional materials across all platforms (email, physical copies, social media, including FB, IG, WhatsApp)

Volunteer & Community Engagement:

- Recruit, develop and maintain a network of volunteers

Operations & Administration:

- Maintain schedules and event logistics. Work with the office to maintain electronic records/schedule/calendar of all ISCJ activities and events.
- Submit weekly/monthly reports to leadership

Budget & Financial Coordination:

- Develop and track budgets with leadership

Time Commitment

Part-time (25–32 hours per week), flexible onsite and remote.

Qualifications

- Authorized to work in the U.S.
- Experience in program/event coordination preferred
- Strong organizational and communication skills
- Proficiency in Microsoft Office/Google Workspace
- Positive, energetic personality

Compensation

Hourly (monthly payment; based on experience)

How to Apply

Submit resume/CV to arif.patel@iscj.org