

Women's Programming Coordinator

Position & Job Description

About the Role:

The Women's Programming Coordinator plays a key role in shaping Dar Al Hijrah's programming dedicated to Muslim women in our community. The coordinator will take the lead in strategic planning, execution of programs and events, and allocation of resources dedicated to serving the needs of Dar Al Hijrah's female congregants and the broader community of Muslim women.

Duties and Responsibilities:

- Collaborate with the other departments to develop and administer women's programs, including drafting annual strategic plans with detailed goals and benchmarks.
- Serve as the primary advisor to the other departments on the overall development, management, and operations of programming dedicated to female congregants.
- Lead and oversee the planning and execution of programs such as the Women's Conference, Muslima Fest, weekly halaqas, and other activities for female audiences.
- Provide mentorship programs and opportunities for Muslim women attendees of Dar Al-Hijrah and the larger community.
- Coordinate and execute outreach activities and programming that incorporate women's needs and voices, including lectures, workshops, and weekly programs that align strategically with the goals and mission of the Center.
- Act as a liaison to the administration and directors of Dar Al-Hijrah on women's programming and needs.
- Provide spiritual counseling geared toward the women of Dar Al-Hijrah.
- Contribute to drafting the annual department budget and ensure the fiscal health of the department by closely managing funds related to women's programming.
- Perform other duties as assigned.

Other Types of Programs & Activities:

- **Mentorship and Coaching Programs:** Pair aspiring women managers with experienced mentors or coaches for valuable guidance and advice. Create a safe space for discussing challenges and opportunities.
- **Networking Events and Conferences:** Organize women-focused networking events and conferences to provide opportunities for women managers to connect with peers, share experiences, exchange ideas, and build professional relationships.
- **Leadership Development Programs:** Develop comprehensive programs designed to accelerate the career growth of women managers by providing tailored development plans, access to executive education, and exposure to senior leaders.
- **Skill-Building Webinars and Online Courses:** Provide online resources such as webinars, courses, and e-learning platforms to offer flexibility for women to acquire new

skills, stay updated on industry trends, and continue their Islamic and professional development.

Qualifications:

- At least 3 years of study in Islamic studies, psychology, social work, or relevant fields.
- Minimum 2 years' experience working in mosque settings, non-profit organizations, Islamic community centers, university chaplaincy, or similar environments. Other work experience is welcomed.
- Demonstrated experience in executing successful relevant programming, managing budgets, mentoring staff and volunteers, leading study circles, and public speaking.
- Strong understanding of the challenges and opportunities facing Muslim American women.
- Ability to manage multiple projects simultaneously and thrive in a fast-paced and dynamic environment.
- Excellent interpersonal skills and a collaborative management style; ability to give and receive feedback honestly and gracefully.
- Excellent communication skills in English, both verbal and written. Fluency in another language such as Spanish, Arabic, Somali, or Urdu is a plus.
- A demonstrated commitment to high professional ethical standards and putting values into practice.
- Ability to work outside of traditional working hours such as evenings and weekends.
- Must be authorized to work in the United States.

How to Apply: Interested candidates are invited to submit their resume, a cover letter detailing their experience and qualifications, and samples of previous work to ed@hijrah.org by **August 15, 2024**.