

New Muslim Care Coordinator Job Description

The Islamic Society of Markham is seeking to hire on a part-time casual basis one highly-motivated and outgoing candidate to help execute the mission of the New Muslim Care Committee.

The ultimate objectives of a New Muslim care Committee are:

1. Consult with new Muslims to understand their needs
2. Help new Muslims feel they belong in our community
3. Run programs that cater to the needs of new Muslims

Our ultimate vision is that every new Muslim experiences inclusion and support by the existing Muslim community when he or she accepts Islam.

Remuneration:

\$25/hr for 5-10 hours per week.

Responsibilities:

- Develop a strategy to reach out to new Muslims in the community.
- Run discovery sessions to understand the needs of new Muslims
- Take new Muslims through the onboarding process
- Connect new Muslims with our Imams and other resources
- Identify team members to help run the program
- Based on needs, develop a welcome package for new Muslims
- Organize regular events for new Muslims
- Help integrate new Muslims into the community
- Advocate for the needs of new Muslims

Proposed Project Sequence:

Phase 1 (3 months) – Discovery phase in which you will build a contact list of new Muslims and invite them to an event to build relationships, understand needs and identify volunteers. You will help establish a committee of volunteers who will dedicate themselves to running new Muslim programs.

Phase 2 (Ongoing) – Implementation phase in which the new Muslim committee with your support will run regular programming for new Muslims.

Essential Qualifications:

- You must be empathetic and a good listener
- You are a servant leader who advocates for others
- You have experience running events
- You are very familiar with the Markham Muslim community and are well connected with religious and administrative leaders
- You value privacy and confidentiality
- You have integrity and are extremely trustworthy
- Very strong English communication skills
- University degree in Social Sciences or Liberal Arts will be an asset

Application Process:

Please submit your resume and cover letter to Careers@markhammasjid.ca. Please use the cover letter as an opportunity to describe why you are interested in this role and how your qualifications and experiences make you an ideal candidate.