

JOB TITLE

Islamic Society of Central Jersey (ISCJ) Resident Scholar

RESIDENT SCHOLAR GENERAL SUMMARY

The role is responsible for being a liaison, acting as a guidance counselor, educating and empowering Muslims and Muslim youth to become leaders of the community. The role will strategically plan and organize special activities/events/programs designed to attract Muslims and Muslim Youth of the ISCJ community. The role is responsible for providing a comprehensive and balanced program aimed at positive self-nurturing, enhance faith and knowledge of Islam.

REQUIRED DUTIES AND RESPONSIBILITIES

- Develop a one year operational and strategic plan that is measurable for attracting people to ISCJ, retaining them, and developing their faith, knowledge, self-esteem and life-skills. This plan should include details for how to integrate the youth/young adults into the individual Center's community and have them give back to the center in terms of service and membership. This should also include a financial strategy to raise funds for the future sustenance of such programs. It should also outline gender specific activities and programming as appropriate and applicable.
- Establish a monthly Community Program with invited speakers to deliver quality knowledge and increase community bonding, with special focus on youth/young adults.
- Develop and maintain a network of volunteers to serve as chaperones and man-power in the youth activities and events.
- Create and maintain a database of all program participants and tracking their frequency of attendance as well as their survey their challenges.
- Work within provided budget, maintain accurate records of expenses and program incomes as requested.
- Ability to establish self-funded programs and help with fundraising.
- Prepare and deliver speeches/dars/khutbahs with a focus on youth/young adults
- Engage in public speaking; identify and participate in interfaith events.
- Document processes and create manuals for future use.

PROGRAMS

- Plan, organize and implement a wide array of activities/events/programs including youth outings, summer programs (i.e. camp/retreat), Ramadan, tutoring and job training programs; life skills classes, halaqas (study circles), leadership training, etc. Plan of activities should include components of the following: recreational, educational, spiritual and community service/activism.

YOUTH GUIDANCE COUNSELING/MENTORSHIP PROGRAM

- Conduct a survey to identify major challenges and issues facing youth/young adults.
- Compile report with analysis and recommendations/suggestions of how to tackle the issues/challenges.
- Create a mentorship program for youth; Pair youth with "big brothers/big sisters".
- Keep office hours for youth to speak privately about personal and private issues/challenges; be accessible to the community youth outside of normal office hours in case the youth/young adults need some urgent advice/counseling.
- Establish weekly Healing Circle or safe space program in which people come to discuss issues/challenges they are facing on a weekly basis with qualified counselor/therapist from the community.

- Help community to resolve conflicts, help overcome life hurdles and replace undesirable Islamic habits with acceptable behaviors and provide counseling as needed.

ELIGIBILITY REQUIREMENTS /EDUCATION/EXPERIENCE

- Associate's degree from an accredited college or university with major coursework in humanities, counseling and social sciences and Islamic scholarship.
- Advanced knowledge and understanding of Islam.
- Minimum 3-year track record of involvement in Islamic educational work, program development and successful implementation.
- Experience with public speaking and giving presentations.
- Familiarity with issues faced by youth/young adults raised in North America is required.

QUALIFICATIONS/KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to write monthly reports (Attendance, Feedback, Pros/Cons, SWOT Analysis).
- Use of MS Office/Google Docs and the ability to create and maintain databases in Excel.
- Social media experience.
- Working with others in a team environment and networking with others.
- Capability to receive and act upon constructive feedback and suggestions.
- Planning/organizing/implementing large-scale events/programs/activities.
- Positive character, morals and manners. References will be required and checked
- Good counseling skills to gain trust and confidence of youth groups.
- Energetic & likeable with ability to lead, attract people and interact with different age groups and both genders in positive manner.
- Excellent communication skills, command of English a must, good knowledge of Quranic Arabic required and Arabic language in general is desirable but not essential. Effective verbal and written communication skills.
- Previous experience working with and counseling in North America.
- Previous experience as group leader with a passion for coaching.
- Bachelor's degree, preferably from an accredited North American college/university and/or have taken some Islamic continuing education classes.
- Knowledgeable in Islamic Studies. Degree in Islamic Studies or equivalent is preferable.
- Good managerial, organizational, leadership, and interpersonal skills.

COMPENSATION: Competitive salary package including healthcare benefits.

HOW TO APPLY: Interested candidates should apply to this by sending resume, cover letter and references to hring@iscj.org. Only applicants under consideration will be contacted.

ABOUT ISCJ: A non-profit organization located in the Central Jersey area providing Islamic services to the greater community for the past 40 plus years, to learn more please visit ISC.org. The region is within driving distances of Rutgers and Princeton Universities and located between New York City and Philadelphia thus making it a desirable for most working class Muslim families.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.