



Director of Programs and Operations Job Description DRAFT

Under the supervision of the Executive Committee, this position is responsible for the coordination and execution of Yaseen Foundation's main programs and operations: **coordinating events, interfaith outreach, management of day to day operations, and managing volunteers.**

This position also supports administrative activities at Yaseen Foundation and provides support to the Executive Committee as needed. Work during evenings and weekends is required.

Responsibilities:

Coordinating Events

- Plan events, manage logistics, secure date, speakers and venue
- Engage and train volunteers for appropriate program activities
- Lead programs and events

Interfaith Outreach

- Coordinate interfaith outreach and events
- Give Islam 101 presentations at churches, synagogues, temples, and schools
- Respond to inquiries regarding Islam via email, phone, and mail

Day to Day Operations

- Respond to community inquiries via email, phone, and mail
- Assist with fundraising activities as needed
- Maintain a secure and precise membership database
- Maintain a calendar of events, programs, and holidays
- Work with Marketing Coordinator to:
 - Prepare/coordinate marketing material and weekly emails
 - Spearhead outreach and marketing of all programs
 - Manage social media platforms
- Provide administrative support for daily operation
- Maintain inventory of supplies, materials, and equipment
- Supervise and coordinate cleaning, repair, and maintenance of Belmont and Burlingame facilities

Other Tasks:

- Train and supervise volunteers
- Participate in volunteer/staff meetings
- Basic data entry and follow-up of donations
- Record and receipt incoming donations and pledges

- Respond to emergency situations, such as power failure, plumbing, heating, or vandalism
- Coordinate security for Belmont and Burlingame facilities
- Greet guests at Friday prayers (Jummah), assist with collecting donations, manage booking logistics

Qualifications:

- BA degree in Business Administration, Religious Studies, or related field
- 2-3 years of experience in program planning, community organizing, or related field
- At least 1 year leadership experience
- Knowledgeable in an administrative role
- Strong public speaking skills
- Excellent English verbal, reading and written communication skills
- Meticulous attention to detail, ability to develop goals, plan, organize, and meet strict deadlines
- Ability to think critically, take initiative, manage multiple tasks, and work independently
- Comfortable working in a fast-paced, team-oriented environment
- Intermediate level computer software skills including data entry, Microsoft Office Suites, Google Apps. Experience with graphic design a plus
- Ability to maintain constructive and cooperative working relationships
- Professional conduct and appearance.
- Commitment to Yaseen Foundation's mission