

COEJ IS RECRUITING

Chief Coordinator for the Islamic
& Cultural Affairs board (ICRA)

- Paid role
- Part time
- Deadline: Sunday 21 July

Please send your CV and covering
letter to **secretariat@coej.org**



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www.coej.org
Registered Charity in the UK No: 1096111



Job Description

- Chief Coordinator at ICRA (Islamic and Cultural Religious Affairs)
- Position: Chief Coordinator
- Location: Virtual Office
- Reports to: Secretary General of CoEJ and Head of ICRA
- Type: Full-Time
- Salary: Competitive – disclosed upon discussion

About ICRA:

ICRA (Islamic and Cultural Religious Affairs) is dedicated to fostering understanding and cooperation among diverse communities through the promotion of Islamic teachings and cultural heritage. We strive to provide educational resources, organize community events, and support initiatives that enhance social cohesion and spiritual well-being.



Job Summary

The Chief Coordinator at ICRA will play a pivotal role in managing and coordinating various programs, initiatives, and events aimed at promoting Islamic cultural and religious understanding.

The role requires a dynamic and organized individual with strong leadership skills, a deep understanding of Islamic principles, and a passion for community engagement.

Key responsibilities

- **Program Development and Management:** Oversee the planning, implementation, and evaluation of ICRA's programs and initiatives. Ensure that all programs align with the organization's mission and objectives.
- **Event Coordination:** Plan and execute cultural, religious, and educational events. Coordinate logistics, outreach, and partnerships to ensure successful event delivery.
- **Community Outreach:** Develop and maintain relationships with community leaders, religious scholars, and other stakeholders. Promote ICRA's activities and foster community participation. I.E Organise National Quran Competitions, Annual Alim Conferences, and Shahr Ramadhan and Muharram Events.



Key Responsibilities cont.

- **Team Leadership: Lead** and manage a team of coordinators and volunteers. Provide guidance, support, and professional development opportunities.
- **Resource Management:** Manage budgets, resources, and supplies for various programs and events. Ensure financial and operational efficiency. Make use of Social Media presence for unified Jumma messages and religious guidance.
- **Communication:** Serve as the primary point of contact for internal and external communications. Represent ICRA in public forums, meetings, and media engagements.
- **Strategic Planning:** Contribute to the strategic planning process. Identify opportunities for growth and development in line with ICRA's mission.
- **Reporting and Evaluation:** Prepare reports on program outcomes, community feedback, and other metrics. Use data to drive continuous improvement.



Qualifications

Education: Bachelor's degree in Islamic Studies, Religious Studies, Sociology, Public Administration, or a related field. Master's degree preferred. Hawza background preferred.

Experience

Minimum of 5 years of experience in a leadership role within a non-profit, religious, or cultural organization. Proven experience in program management and community outreach.

Skills:

- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to manage multiple projects simultaneously.
- Proficiency in budget management and resource allocation.
- Familiarity with Islamic teachings and cultural practices.
- Competence in using office software and project management tools



Personal attributes

- Passionate about promoting Islamic culture and religious understanding.
- Ability to work collaboratively in a diverse environment.
- Strong ethical standards and integrity.
- Adaptability and problem-solving skills.

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to **secretariat@coej.org** by **Sunday 21 July 2024.**

Online interviews will take place on Saturday 27 July 2024.

CoEJ is an equal opportunity employer and encourages applications from all qualified individuals, including women, minorities, and persons with disabilities.





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