

Job Title: Youth & Marketing Coordinator – Full Time

Compensation: Depends on Experience

Inquiries / Questions: office@masjidDS.org

Youth Director Duties:

1. Day to day programs manager for the community's youth as well as serve as a spiritual and motivational guide.
2. Conceiving, planning, managing, and implementing creative and effective programs for the community's youth, including soliciting, maintaining, and following through on feedback.
 - Solicit and recruit community members for successful implementation of the programs.
 - Coordinate weekly halaqas (study circles, classes, and/or talks). Ensure consistent and a high level of participation through effective communication with the halaqa participants.
 - Responds appropriately to all inquiries, referencing/utilizing/coordinating with Masjid DarusSalam Imam, regarding Islamic matters and issues that are raised by the community's youth.
 - Coordinate activities such as tournaments / youth nights with Masjid DarusSalam youth group.

Marketing Coordinator Duties:

- Understanding Facebook Analytics
- Understanding or willing to learn how to make, target, and scale paid Facebook Ad Campaigns
- Responsible for Outreach with various Masajid and Muslim Student Associations in the United States.
- Find various conferences or events in United States where a booth can be purchased / venue for speaker.
- Coordinating Jummahs for students to pass out flyers.
- Responsible for WhatsApp broadcasts.
- Ensuring content is disseminated to the various social media channels
- Establishing & Maintaining a connection with local MSAs, Colleges and High-schools.
- Responsible for adding titles, descriptions, and relevant tags to all YouTube videos.
- Ensuring livestream events for all Major events are occurring, and promotion across all social media platforms are also posted.
- Ensuring all promotional video material is posted across all platforms

Requirements

1. At least a Bachelor's degree from an accredited North American college/university.
2. Minimum of two years related training and experience working with Muslim youth in North America, including the conception, planning, and implementation of programs for the Muslim youth. Minimum of one to two years of basic experience in digital marketing.
3. Must have an approachable & youth friendly personality with hands on approach to youth programs for both genders.
4. Should be a motivator, mentor, and a leader for the youth in helping them to become contributing members of our society.
5. Should have strong and positive morals that model the character of Prophet Muhammad (pbuh).
6. Should have sufficient knowledge and understanding of the Qur'an and the Sunnah.
7. Should have a good understanding of Islamic history and important Islamic personalities.
8. Must be able to effectively communicate with various age groups in the community.
9. Must have the ability to be tolerant and calm, specifically in difficult and stressful situations.
10. Must have the ability to mitigate differences and have a favorable personality to cohesively work with the Muslim Community.
11. Must have good organizational skills and be able effectively plan, organize, and execute youth programs.
12. Must be fluent in the English language, oral and written.
13. Should have proficiency in editing software via Photoshop, & Final Cut Pro or willing to learn.
14. Should have proficiency in basic Microsoft / Google suite - Google Docs / Microsoft Office

Some Travel Required