



OFFICE & EVENTS MANAGER JOB DESCRIPTION

Title: Office & Events Manager

Wages: \$25-\$33/Hr

Schedule: PartTime (15-20 Hours/Week). Flexible Hours but Must be onsite. Not remote.

Supervisor: Executive committee/Executive Director

Location: 300 Hillside Ave., New Hyde Park, NY 11040

ORGANIZATIONAL BACKGROUND

Hillside Islamic Center was established to serve the best interests of Islam and the Muslims in and around New Hyde Park, NY area. The center serves as a source of guidance for Muslims practicing Islam and carry out Islamic programs and projects in accordance with the guidelines of the Qur'an and Sunnah. We aim to provide the entire spectrum of Islamic activities, including, but not limited to religious, social, physical, spiritual and educational. We strive to promote friendly relations and understanding between Muslims and non-Muslims in accordance with the Islamic tradition through cooperation with other organizations on a town, county, and state level for the benefit of humanity through the propagation of Islamic values.

POSITION SUMMARY

The Office & Events Manager is responsible for the organization and maintenance of all office operations and procedures while supporting staff administratively. This position requires attention to detail, time management skills, the appreciation of a fast paced team, multi-tasking, and an enjoyment of creating and maintaining a pleasant work environment at Hillside Islamic Center.

JOB DESCRIPTION

The Office & Events Manager will work directly under the supervision of HIC's Executive Committee and Executive Director. Responsibilities include but are not limited to all aspects of weekly bookkeeping, document preparations, staff administrative support, office and facility maintenance. The Office & Events Manager is the first point of contact for scheduled visitors and in charge of making sure that everyone is welcomed, by offering an upbeat and friendly environment. Multi-tasking while maintaining focus and work quality is crucial. This job requires prior experience as an Office Assistant/Manager, preferably in a Non-profit Organization. Candidates for the job should be able to handle any situation that may arise during work, over the phone or in person. Candidates should be able to maintain office services by organizing office operations and procedures, prioritizing tasks, preparing payroll, controlling correspondence, designing filing systems, and procuring supplies as needed. Candidates should be proactive in keeping track of things and act professionally in accordance to Qur'an and Sunnah and observe ethical boundaries. Candidates for the job should be humble enough to deal with all members of the community, teaching and non-teaching staff and volunteers of HIC.

RESPONSIBILITIES

- Organize office operations and procedures
- Conduct basic bookkeeping tasks, from processing checks, to invoicing, following up with vendors, to entering data in accounting software.
- Respond to outside information inquiries and manage relationships with vendors, including price negotiations.
- Event planning and management activities (Scheduling, Logistics, Arrangements, Decoration, etc.)
- Submit insurance and other documents for annual renewal
- Manage executive and office schedules, calendars, appointments and expense submissions.
- Manage staff and volunteers job postings, onboarding, and exit paperwork.

- Provide support to staff and volunteers for events as requested and attend all meetings and take minutes.
- Maintain and order office equipment, computers, and supplies; assist with minor IT questions.
- Responsible for coordinating maintenance of the facility via custodian or hired third party (plant watering, winterization, kitchen cleanliness, bathrooms, prayer space, storage, etc.).
- Supervise HIC facility and coordinate with staff and vendors for all needs of building utilities such as internet, electricity, gas, water, sewage, etc.
- Ensure timely payment of staff and other contractual employees of HIC.
- Respond to the security and fire alarms at HIC.
- Make reservations and provide and ensure adequate supplies for community events.
- Monitoring/maintaining media room, technology, and online media accounts. Recording of events for posting on various social media platforms or livestreaming them.
- Receiving mail/packages and responding to or distributing/delegating accordingly.
- Handle customer inquiries and complaints, including monitoring daily phone calls.
- Maintain mosque calendars, social media postings and website updates, corrections, omissions, special considerations, etc.
- Assist in organizing events: such as funerals, marriage officiation, community dinners, Ramadan, Eid, etc.
- Aid with mosque financial activities, such as collecting donations, depositing, following up on pledges, receivables and bank deposits and some basic bookkeeping.
- Carry duties in accordance with HIC policy of code of conduct and conflict of interest.
- Manage facility space keys request and allocations.
- Inspection of prayer spaces one hour ahead of scheduled prayers to ensure that cleaning was performed.
- Any other tasks the Executive Committee of Director assigns on as need basis

QUALIFICATIONS

- Must be fluent in English (written and oral communication).
- High School graduation is required and relevant University education is preferred.
- 2+ years of office administration field experience in the setting of a non-profit Islamic organization required.
- Basic Computer Skills a must, such as MS Office tools: Word, Excel, PPT and Outlook and/or Google products.
- Must be an energetic professional able to operate on multiple tasks
- Strong work ethic, extreme attention to detail, and experienced in a wide range of administrative and executive support related tasks
- Able to work independently with little or no supervision
- Experience with zilmoney, quickbooks, social media platforms, and technologies preferred
- Must be patient, enjoy working with the community and have a high energy level.
- Must be legally entitled to work in the USA.

COMPENSATION

Negotiable, depending upon the experience of a non-profit Islamic organization . HIC provides vacation and discounts for staff and family members. Conducive Islamic work environment with daily Salah at HIC.

Send Resume & Cover Letter:
info@hicny.org