

**ISLAMIC CENTER OF SOUTHERN CALIFORNIA**

**JOB DESCRIPTION**

**Program Director**

At the Islamic Center of Southern California (ICSC), we're on a mission to create a brighter and more engaging future for our community, in the present and for the future, for adults, our youth and the Next Generation (NextGen). We're dedicated to building a vibrant future for our community, and we're thrilled to offer you the chance to be a part of it. We're looking for an enthusiastic and motivated Program Director to lead the way in crafting dynamic, impactful programs that will shape the future of ICSC. Our goal is to create an inclusive, forward-thinking space that embodies the spirit of Islam while tackling the important issues of our time.

In this role, you'll have the freedom to work independently while also collaborating within teams, reporting directly to the ICSC Board and/or to the Director of Operations, as may be prescribed by the Board from time to time.

**About ICSC:**

ICSC isn't just a place of worship; it's a lively center of culture, faith, and community in Los Angeles. We're building on our rich history to create a future that's relevant, inspiring, and inclusive, and we believe that programs are key to building a thriving and engaged community.

**Essential Functions**

**1. Program Planning:**

- Develop, plan, and oversee a variety of operations and activities at ICSC, ensuring they align with the Board's strategic plans.
- Work closely with the Religious Services Committee, the Programming Committee and Youth Services Committee to create and maintain relevant content for our community, an evolving curriculum for our youth and Next Generation (NextGen), including yearly event planning, summer programs, and excursions.
- Manage administrative tasks such as marketing and reporting.
- Conduct assessments and evaluations to improve programs.

**2. Spiritual Leadership & Guidance:**

- Provide spiritual leadership and guidance for the ICSC community.
- Serve as a trusted resource for community members, including youth and parents.
- Address questions and concerns, escalating issues to the Board when necessary.
- Maintain open communication while respecting confidentiality.

**3. Leadership and Relationship Building:**

- Plan and lead engaging spiritual programs for the community, youth and NextGen at ICSC locations across greater Los Angeles and online.
- Lead efforts to grow ICSC's platform online through social media and other online platforms.
- Establish programming to foster interaction and personal growth for the community.

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- Support leadership development and encourage participation in interfaith activities.
  - Organize summer and winter retreats and community service opportunities.
  - Serve as a collaborator and provide input for ICSC programming, activities and events.
- Participate in fundraising activities for ICSC.

**4. Board Relations:**

- Attend Board Meetings as a non-voting member.
- Provide monthly reports to the ICSC Board and/or to the Director of Operations, as may be prescribed by the Board from time-to-time Director of Operations.

**Qualifications**

- Committed Muslim with a strong alignment with ICSC's mission.
- Deep knowledge of Islamic affairs and American-Muslim issues.
- Understanding of community and youth challenges and needs.
- Demonstrated ability to connect with and inspire the community and minister and provide counseling to the community.
- Excellent communication skills.
- Bachelor's Degree required.
- Minimum two (2) years of leadership experience in programming and community engagement.
- Public speaking and community leadership experience.
- Ability to manage multiple projects with attention to detail and be an active team collaborator and participant.
- Willingness to work flexible hours, including weekends and evenings.
- Ability to network and build partnerships.

**Job Classification**

The Program Director is a FULL-TIME REGULAR EXEMPT EMPLOYEE (Salaried Employee) as defined under Categories of Employment in the ICSC Employee Handbook.

**Compensation**

Compensation is commensurate with experience and is competitive with community based non-profit Islamic organizations in the region.