

I. JOB TITLE

Education Coordinator

This position is a part time full time potential job (depends on qualifications and scope of work).

II. JOB PURPOSE AND SUMMARY:

Responsibilities include, but are not limited to:

Performing and coordinating a variety of academic and administrative duties and tasks for part time education programs at Apex Mosque.

Oversees the programs and perform the required administrative tasks.

Coordinate for teachers' trainings and workshops.

Publish and organize the programs literature and curriculum on the website and social media.

Communicate with parent, organize open houses, and advertise for the programs inside and outside of the Mosque.

Update applications, register the students, and follow up with parents' payments in coordination with the accountant and programs' leads.

Communicate with parents, and coordinate conference meetings for parents and teachers.

Follow up with teachers' payments, attendance, and absences.

Provide/coordinate for substitutes when teachers are absent.

Ensure the required safety and security measures are met in classrooms, playground, and field trips.

Recruit and provide orientation for volunteering parents.

Ensure that files and school records are complete, accurate, and confidentially maintained.

Organize bulletin boards and brushes/application board.

Submit students' reports to parents in coordination with teachers and leads of programs.

Supervise and provide input into purchasing of equipment and materials for the programs.

Assist with the procedures for obtaining the license for the Al-Manara Pre-school, and assist with the preparation for the future full time school.

Perform other related duties as required.

III. QUALIFICATIONS

Associate's degree of higher in education, management, business, communication or related fields.

At least 3 years of experience in managing or coordinating for a school or educational program.

Effective interpersonal and communication skills.

Effective verbal and written communication skills.

Team and community oriented, and aptitude for customer service.

Demonstrate understanding of the mission of Apex Mosque, and ability to present a positive image of the Apex Mosque to community members.

Proficient in social media and Microsoft Office products to include Excel, PPT, and Word

Preferred: Bachelor degree in the above majors or related, and more than 5 years of successful experience managing education programs.

IV. COMPENSATION:

Compensation depends on qualifications and scope of work.

IV. APPLICATION

Please submit your resume to apexmosque733@gmail.com