



JAMIATUL MUSLEMEEN OF OTTAWA CARLETON

جمعية المسلمين في اوتاوا كارلتون

September 06, 2022

CAREER OPPORTUNITY

Job Title: Office Administrator

Who we are: Jamiatul Muslemeen of Ottawa Carleton (Jami Omar) established in 1990 is a thriving charitable organization supporting a wide range of religious, educational, social and community services across the Ottawa-Gatineau region. By the mercy of Allah (SWT), it runs one of the largest Islamic Centers and masjid in the region. Due to increasing demand from the growing Muslim community, we are expanding in all fronts to serve the community. At present, we are looking for a strong, dedicated team player who can help us deliver the expanded services that the community has accustomed to receiving from Jami Omar.

What's the job: As an integral part of Jami Omar administration including the board and various volunteer committees, you will make solid contribution in the following areas:

- Organize and manage email portals professionally
- Review email portals as well as other communication channels daily. Take appropriate action as required and respond to all queries promptly.
- Organize data in computer(s) for management follow-ups, auditing and archiving
- Manage and keep up to date Jami Omar email list(s).
- Prepare monthly newsletters by soliciting input from the appropriate content providers and distribute through the email in-time.
- Manage all aspects of running Madrasah Noorul Islam (Jami Omar Quran and Islamic studies school) including registration, fee collection and communication with parents. Be the focal point for parent interface on all aspects of Madrasah.
- Assure all physical and electronic mails are properly examined, categorized and documented for the management review and account processing.
- Assist in all matters with regards to financial/accounting administration including receivables and payable invoices.
- Organise meetings, produce agendas and maintain minutes for volunteer meeting and parent/teacher interactions when requested. Be part of the volunteer team.
- Answer telephone calls and inquiries during assigned office hours.
- Contact regular and potential donors on an on-going basis.
- Conduct on-going follow-ups with community members who are sick and need support of the organization.
- Organise social media and other promotional material for planned events and programs.
- Continue to learn evolving IT systems and explore web based apps to maintain Jami Omar websites, contents and website announcements.

The assigned responsibilities are not restricted the above specific tasks and may expand to include other area when needed.



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What do you bring?

- Excellent communication skills - verbal as well as written
- Well-developed interpersonal and people skills, deep commitment to serve people
- Hands-on experienced with computers, MS office and web based software applications
- Excellent administrative, organisational and time management skills
- Demonstrated social media and IT systems skills including publishing experience
- Flexibility and the ability to learn quickly and take on tasks outside core skills set
- Initiative, dedicated and self-starter, be able to run the office without direct supervision
- Willingness to do routine tasks efficiently and look out for admin process improvement opportunities
- Confidence in working with people from diverse backgrounds

What do we offer?

- Safe, respectful and excellent work environment in the precinct of the masjid
- Competitive salary with annual health benefit allowance
- Learning and development opportunities through working in a team of professionals
- Flexible work hours facilitating work-life balance

How to Apply:

Send your resume to: jamiomar@jamiomar.org

Attention:

1. Imam Anver Malam
2. Fariz Elchamaa