

## **JOB DESCRIPTION OPERATIONS ASSISTANT**

### **THE BASICS**

<b>Position Title:</b>	Operations Assistant
<b>Salary Range:</b>	\$16,000 - \$20,800
<b>Weekly Hours:</b>	20 hours
<b>Employment Type:</b>	Permanent
<b>Reporting to:</b>	Director
<b>Location:</b>	Remote within the US (occasional travel may be required)

### **About the Organization**

The Islamic Council is dedicated to offering guidance and solutions based on Islamic principles, particularly regarding marital, familial, and business matters. Our mission is to serve as a leading provider of arbitration, reconciliation, and mediation services for Muslim communities in the West. The American branch of the Islamic Council was established last year.

### **Job Overview:**

We are seeking an entrepreneurial and dedicated Operations Assistant to support the day-to-day operations of the Islamic Council and contribute to its growth. This part-time position (20 hours per week) has the potential to evolve into a full-time role as the Council expands its activities in the US.

### **Key Responsibilities:**

- Managing phone calls, emails, and messages across various platforms, including social media
- Performing data entry, tracking developments, and maintaining records for reporting purposes
- Coordinating appointments and case bookings
- Organizing events and meetings
- Maintaining up-to-date calendars
- Handling payments and expenses
- Collecting and managing feedback
- Promoting the Islamic Council and its services
- Collaborating with advisors and stakeholders

### **Person Specification:**

- High school diploma
- Preferably two to three years of related experience within the Muslim community
- Excellent communication and interpersonal skills
- Ability to work both independently and collaboratively under pressure
- Integrity, professionalism, and a willingness to learn
- Strong time management and punctuality
- Proficiency in Microsoft Outlook, Word, Excel, and database systems
- Knowledge of Islamic principles and practices
- Thrives in a dynamic, fast-paced environment

**What We Offer:**

- Opportunity to contribute to the vision of the Islamic Council
- Supportive team environment
- Access to Islamic and personal development programs
- Direct involvement with leadership
- Potential for career growth and advancement
- Free or discounted access to Council services

**To Apply:**

Please submit your covering letter and CV including two references to [info.us@islamiccouncil.com](mailto:info.us@islamiccouncil.com) with "Operations Assistant Application - [Your Name]" in the subject line.

If you do not hear from us within 3 weeks after your application please assume your application has not been short listed on this occasion.