



### **Mosque/Masjid Building Manager**

**Title:** Mosque Building Manager

**Organization:** Islamic Society of Central Virginia (ISCV)

**Location:** 708 Pine St. Charlottesville VA 22903

**Status:** Part-time (10 hours per week)

**Salary:** \$10 per hour

**Starting Date:** Immediate (March 1<sup>st</sup> 2017)

**Job Description:** We are seeking a Mosque Building Manager who will be expected to perform but not limited to the following responsibilities:

- 1.) Conduct operations for regular maintenance of the building, including supervising the cleaning of the building.
- 2.) Ensure that the building is functional and within the guidelines for the District approval.
- 3.) Ensure timely payment of staff and other contractual employees of the ISCV.
- 4.) Respond to the security and fire alarms at the ISCV.
- 5.) Make reservations and provide and ensure adequate supplies for community events.
- 6.) Monitoring/maintaining office supplies inventory.
- 7.) Establish and maintain procedures for record keeping.
- 8.) Receiving mail/packages and responding to or distributing/delegating accordingly.
- 9.) Handle customer inquiries and complaints, including monitoring daily phone calls.

In the absence of the manager, he/she will be responsible for appointing an individual who will ensure the operations and responsibilities of the manager.

**Qualifications/Abilities/Skills:** Strong communication skills (verbal and written). Well organized, efficient at processing paperwork, performing daily tasks, documenting activities. Proactive and motivated to take on initiatives concerning all aspects of the job description. Ability to write reports/updates on work progress. Willing and able to implement policies. Proven negotiation skills with ability to negotiate and consult with a range of individuals and organizations. Ability to meet deadlines, respond to emergencies, and multitask/manage conflicting demands. Ability to work as a team member. An understanding of Islam and knowledge of Muslim communities and their needs/requirements. Behaving and performing all aspects of the job with proper intentions and good manners.

**Working Conditions:** Very flexible position, hours are set by the Manager as long as all tasks/responsibilities are performed in a timely and efficient manner. Will be provided office space with computer to fulfill any necessary tasks.

**How to Apply:** If you are interested in this opportunity, please send us your resume at [charlottesvillemasjid@gmail.com](mailto:charlottesvillemasjid@gmail.com). We wish to thank all applicants, those that qualified for an interview will be contacted.

**Organization Profile:** The Islamic Society of Central Virginia opened as a Masjid in 2012 for the Charlottesville Muslim Community. Its purpose is to be used as a community center that provides the community with a central location in which they can pray, learn, socialize and support each other. It is used as a worship space in which Muslims gather for their five daily prayers, weekly Friday (Jummah) prayers, and yearly Ramadan/Eid celebrations. It is also used as an educational center with weekly Islamic halaqas, Arabic classes, a Sunday School, a fully licensed daycare center, Boys and Girls scouts, evening youth tutoring, and English as a second language classes. We hold many social gatherings such as monthly potlucks, lecture screenings as well as outreach events like open houses and regular visit nights for non Muslims. The ISCV is recognized as a tax-exempt nonprofit organization under section 501© under the United States Internal Revenue Code.