



# MIA Job Posting

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**Position title:** MIA Office Administrator

**Position type:** Term part time position (June 10 – August 31)

**Salary:** Starting salary \$11:00/ hour.

**Reports To:** Louay Al-Ghoul, Second Vice President, Human Resources and organizational structures.

**Job Description:**

- Performs all functions necessary to support MIA Executive Council and all MIA committees.
- Maintain mosque calendars and facility usage schedules.
- Ensure the mosques and offices are kept tidy, organized and esthetically appealing.
- Maintain purchasing system for mosque supplies and ensure all necessary supplies are available.
- Answer Incoming calls and take necessary actions.
- Assist in maintaining MIA website and e-mail communications.
- Assist in organizing events: such as funerals, marriage officiation, community dinners, Ramadan, Eid, etc.
- Maintain the bulletin boards and make announcements as directed by MIA secretary.
- Provide assistance for mosque financial activities, such as collecting donations, following up on pledges, receivables and bank deposits and some basic book keeping.
- Implement MIA record retention policies and maintain the archiving and filing systems.
- All other general office duties – filing, faxing, mail box etc.
- Coordinate Jumma prayer logistics and ensure proper flow and set up.
- Oversee the mosque facilities and ensure timely repairs are done and any security and safety concerns are promptly addressed.
- Welcome mosque visitors and regular attendants courteously and professionally.
- Carry duties in accordance to MIA policy of code of conduct and conflict of interest.
- Other related duties as assigned

**Qualifications:**

- Minimum high school degree.
- Minimum one year work experience in administrative capacity.
- Must be fluent in English with good oral and writing skills.
- Some knowledge of office Microsoft (excel, word, power point..)
- Owning a vehicle.
- Good interpersonal skills and ability to work independently.
- Self Starter with Initiative and Innovation.

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Please submit your resume with a cover page to MIA secretary: [osaed.khan@miaonline.com](mailto:osaed.khan@miaonline.com). Submission deadline: May 28, 2013 at 5:00 pm. **Note:** Only individuals who meet the requirements will be called for interview.