

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, Most Gracious, Most Merciful

المركز الإسلامي بولاية مينيسوتا

Islamic Center of Minnesota

Operations Manager

ICM Background Information:

The Islamic Center of Minnesota (ICM) is one of the oldest Islamic organizations in the state. It serves the community by providing Islamic education to children and adults; speakers on basic Islamic practices; a food shelf; funeral services; book publishing; youth activities; marriage licenses; counseling services; Arabic classes; daily, Friday, Eid, and Ramadan prayer services; and is home to one of the longest running interfaith dialogues in the nation.

Operations Manager Job Details:

The Operations Manager will be a 30-hour/week, Sunday-Thursday position at the ICM's Fridley and Columbia Heights facilities. This position reports to the ICM Board of Directors.

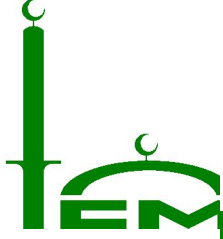
Primary responsibilities include but not limited to:

- Manage membership
- Oversee facilities management
- Manage communications
- Oversee finance management
- Manage donor database
- Manage office coordination & staff
- Support weekend school

Qualifications/Skills:

The ideal candidate should have:

- An enthusiastic, focused, and self-motivated attitude
- Excellent oral and written communication skills to interact in a professional and effective manner
- Experience working with the American Muslim Community
- The ability to meet deadlines and manage multiple projects with a limited time frame
- The ability to multi-task and work independently



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Compensation:

- This position will start out part-time, 30 hours per week, with the opportunity to grow into a full-time position. Salary is commensurate with experience.

To Apply: Submit resume and cover letter to:
Islamic Center of Minnesota
ATTN: Hiring Committee
1401 Gardena Ave NE
Fridley, MN 55432
Email: secretary@islamiccentermn.org