



Please send a cover letter/
resume to careers@icoi.net

islamiccenterofirvine

Assistant Religious Director

Job Summary:

The Assistant Religious Director actively assists and provides support to the Religious Director in the design, development, and direction of the religious programs and counseling services at ICOI, that result in building a solid Islamic foundation for spirituality, youth leadership, outreach and development within the Greater Irvine Muslim Community. Lead the establishment of a unified Muslim community welcoming to Muslims from all backgrounds and cultures. Ensures that all laws, principles, policies, and practices of ICOI are in accordance with the Qur'an and Sunnah of the Prophet Muhammad (PBUH). Reports directly to and works closely with the Religious Director.

Supervisory Responsibilities:

- Provides oversight in the development and implementation of educational programs for youth and adults, including the ICOI Weekend School and Quranic Institute.
- Personally delivers one (1) or two (2) substantive classes per week on topics answering the needs of the community, and/or oversees workshops and seminars.
- Writes insightful articles, books, booklets, handouts for print, publication, distribution and/or posting on ICOI's website or blog within ICOI guidelines.

Duties/Responsibilities:

- Leads congregational prayers and performs Friday Khutbas, as required.
- Establishes and maintains regular office hours at the Islamic Center of Irvine for 20 to 30 hours per week.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the broader Irvine community.
- Provides funeral services and guidance, if required.
- Conducts matrimonial services, if required.
- Provides counseling services, if required.
- Responds to community members' questions via email and phone.
- Interacts with all persons and organizations, Muslim and Non Muslims, in a manner that reflects positively on ICOI.
- Leads by example to prevent discrimination on any basis including but not limited to school of thought, gender, race, nationality, ethnic origin, citizenship, political affiliation or economic status.
- Executes other duties as requested by the Religious Director.

Required Skills/Abilities:

- Strong supervisory and leadership skills with the ability to help develop and communicate ICOI's mission and vision.
- Demonstrated ability to oversee, collaborate and develop/motivate staff.
- Dynamic personality and a motivational speaker with experience of tasks such as khutbahs and seminars.
- Strong conflict resolution and mediation skills.
- Excellent interpersonal and team building skills that can be used effectively to unite a diverse community.
- Excellent organizational skills and attention to detail.

- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Minimum of 4 year certificate or equivalent program in Islamic Studies from a reputable educational institution.
- At least three to five years of previous experience as an Imam.
- Solid understanding of contemporary Fiqh with an understanding and appreciation of the practical issues encountered by the Muslim community in the United States.
- Command of the English language. Appropriate command of classical Arabic for the conduct of religious services and Islamic Research. Urdu speaking skills can be an asset.
- Demonstrate experience in Islamic family and youth counseling
- Experience in speaking with non-Muslims about Islam
- Understanding of other world religions to engage in interfaith dialogue is necessary.
- Must be a permanent resident of the United States of America.