

Religious Director Islamic Center Of Irvine (ICOI)

Job Summary:

The Religious Director leads in the design, development, and direction of the Islamic programs at ICOI, resulting in building a solid Islamic foundation for spirituality, youth leadership, outreach and development within the Greater Irvine Muslim Community. 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 the Board of Directors and works closely/coordinates with the Executive Director.

Supervisory Responsibilities:

- Supervises and manages the Assistant Religious Director.
- Provides oversight and guidance over the development and implementation of educational programs for youth and adults (including Weekend School, Quran Institute, Tajwid and Arabic language classes).
- 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.
- Develops the programming for Ramadan and other religious holidays/celebrations.
- Provides funeral services and guidance, when required.
- Conducts matrimonial services, when required.
- Provides counseling services, when 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.

Required Skills/Abilities:

- Strong supervisory and leadership skills with the ability to develop and communicate ICOI's mission and vision.
- Excellent conflict resolution and mediation skills.
- Ability and willingness to participate in fund-raising activities.
- Demonstrated ability to oversee, collaborate and develop/motivate staff and volunteers.
- Good oratory skills with experience of tasks such as khutbahs and seminars.

- People person with excellent interpersonal and team building skills that can be used effectively to unite a diverse community.
- Strong 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 and social media.

Education and Experience:

- Minimum of a Bachelor's Degree in Islamic Studies (or equivalent knowledge) from a reputable educational institution. Masters or Phd in Islamic Studies is a plus.
- At least five years of previous experience as an Imam or Religious Director.
- Solid understanding of contemporary Fiqh with an understanding and appreciation of the practical issues encountered by the Muslim community in the United States.
- Preferably a native English speaker. Appropriate command of classical Arabic for the conduct of religious services and Islamic Research.
- Understanding of other world religions to engage in interfaith dialogue is necessary.
- Must be a permanent resident of the United States of America.