

# ICOI Administrative Assistant



islamiccenterofirvine

Status: Full Time ~ 40 hrs/wk, or Part-time, ~20 hours per week

Base salary: \$18.00 per hour

## PRIMARY RESPONSIBILITIES

1. Answer telephones and transfer to appropriate ICOI staff, board members or committee.
2. Meet and greet vendors and visitors.
3. Create and modify documents using Google Workspace and Microsoft Office.
4. Arrange and confirm appointments for Religious Director, Executive Director and Operations Manager.
5. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
6. Maintain an electronic filing system.
7. Record, monitor expenses and keep invoices on file.
8. Sign for and distribute UPS/FedEx/Airborne packages including regular mail.
9. Research, price, and purchase needed office supplies.
10. Coordinate and maintain records for staff office space, phones, parking, receipts and office keys.
11. Support the Executive Director and Operations Manager in tasks and project-based work.
12. Perform miscellaneous job-related duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Maintain a professional and organized facility.
2. Monitor and record committee expenses and reimbursements.
3. Setup and coordinate logistics for committees and board meetings.
4. Maintain a calendar of facility usage for classes, seminars and facility rentals.
5. Maintain inventory of Quran's and books needed for ICOI classes as needed.
6. Prepare and distribute in advance a monthly prayer schedule.
7. Maintain a database of all donors, members and volunteers.
8. Prepare announcements for Friday sermons and facilitate travel/accommodation for guest speakers as needed.
9. Provide support for all classes, events and activities.

## KNOWLEDGE AND SKILL REQUIREMENTS

1. Previous Administrative experience a must.
2. Basic reading, writing, and arithmetic skills required.
3. Proficiency in Google Workspace, Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and must be able to type without looking at the keyboard.
4. Excellent customer service orientation.
5. Attention to detail and problem solving.
6. Confidentiality.
7. Punctuality and time management.
8. Professionalism
9. Must be fluent in English.
10. Fluency in at least one of the following languages is preferred: Arabic, Urdu, Farsi.

## WORKING CONDITIONS

High volume of phone calls, emails, and interaction with community members.

## HOW TO APPLY

Email your resume and cover letter to [karima@icoi.net](mailto:karima@icoi.net)