



Please send a cover letter/  
resume to [careers@icoi.net](mailto: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 consultationservices 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 the Executive Director but follows the guidance of 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
- Assists in the development and execution of religious events, workshops, seminars, and conferences.
- Writes insightful articles, books, booklets, handouts for print, publication, distribution and/or posting on ICOI's various mediums in accordance with ICOI's guidelines.

### Duties/Responsibilities:

- Leads congregational prayers and performs Friday Khutbas, as required.
- Establishes and maintains regular office hours at the Islamic Center of Irvine.
- Executes the religious programming for Ramadan and other Islamic holidays/celebrations developed by the Religious Director.
- Assists the Executive Director by supporting and directing 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 religious consultation services, if required.
- Responds to community members' questions via email, phone, and in person.
- 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, sex, race, nationality, ethnic origin, citizenship, political affiliation or economic status.
- Executes other duties as requested by the Executive Director and 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 degree or equivalent in Islamic Studies from a reputable educational institution.
- At least one year of previous experience as an Imam, Religious Director, Assistant Religious Director, or equivalent.
- 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.
- Demonstrate experience in Islamic family and youth consultations
- Experience in speaking with non-Muslims about Islam
- Understanding of other world religions to engage in interfaith dialogue
- Must be a permanent resident of the United States of America.