

## **About Islamic Center of Long Island:**

The Islamic Center of Long Island (ICLI) is located at 835 Brush Hollow Road, Westbury, NY, 11590 in the heart of Nassau County, Long Island. Established in 1984, ICLI is one of the oldest Masjid in Long Island. The center serves as a comprehensive community center that includes main prayer halls for both men and women, classes for education programs, offices for services and staff, a large multipurpose hall for events and indoor sports (basketball, volleyball, badminton), funeral services and much more.

ICLI is looking to increase youth centric programming and activities. ICLI is seeking to hire a Youth Director.

## **General Position and Summary of Duties:**

The Director is to serve as the day to day programs manager for the community's youth as well as serve as a spiritual and motivational guide. Duties will include conceiving, planning, managing, and implementing creative and effective programs for the community's youth, including soliciting, maintaining, and following through on feedback. The Director will be the primary program lead for youth recruitment, cultivation, retention and programming with the support of a volunteer base that is also recruited and developed by the Director. Programming may include educational classes, special activities and events designed to attract youth of the greater Long Island area. The Director is responsible for providing youth with a comprehensive and balanced program offering focusing on youth empowerment and leadership, religious education, recreation, civic engagement, and relationship building. The Director will also coordinate the educational programs for children and youth with the support of the teacher volunteers and will report to the Executive Committee of ICLI. Youth Directory to work directly under the supervision of the Executive Director Mufti Farhan.

## **Detailed Responsibilities:**

- Creating a youth friendly culture at ICLI
- Plan, organize and implement various activities and events and programs up to but not limited to: youth halaqas, spiritual events, youth outings, summer programs, youth centric programs and events during Ramadan, tutoring programs, life skills, leadership training
- Recruit, cultivate and retain youth for various programs and initiatives
- Outreach to various youth group leaders, MSA's and other Masjids to create a sense of collaboration between communities for events related to ICLI
- Prepare and deliver youth centric speeches and khutbas as needed

- Support, improve, and help maintain educational programs at ICLI
- Create and maintain a youth database showcasing numbers of attendees of events and metrics
- Hold regular office hours at ICLI
- Represent ICLI at meetings, coalitions and events within the internal and external community
- Meet with the Board of Trustee and Executive Committee on a regular basis to discuss progress and to receive feedback and suggestions
- Participate in conferences and continued training for further professional development
- Assist with office work and existing responsibilities as designed by ICLI
- Strategize and execute a social media calendar geared towards youth centric content
- Assist in social media distribution for the center

#### **Minimum Required Qualifications:**

- Bachelor's degree from an accredited North American institution
  - A preference will be given for those with a major of humanities, social sciences, human services, or Islamic scholarship
- Have at least 1 year working with Muslim Youth
- Must have a good understanding of Islamic history and general Islamic knowledge
- Must be able to effectively communicate with the youth of your community in a friendly yet professional manner
- Must be fluent in the English language, both written and spoken. Working knowledge in Arabic is a plus

#### **Additional Skills:**

- Fluency in the Microsoft suite, Outlook, Word, Excel, Power Point, Google suite of products
- Excellent public speaking, presentation, verbal and written communication skills
- Good interpersonal skills to work with the youth
- Ability to work with others in a team environment
- Ability to network with internal and external communities
- Familiarity with issues faced by youth raised in North America
- Advanced knowledge of Quran and Arabic required

#### **Compensation:**

Commensurate with experience. Candidates must be a legal resident or citizen of the United States of America. The Islamic Center of Long Island will not sponsor applicants for work visas.

**To Apply:**

Send a cover letter and resume by email to [info@icliny.org](mailto:info@icliny.org) or

Mail a cover letter and resume to

ICLI

835 Brush Hollow Road

Westbury, NY, 11590

For more information: email [info@icliny.org](mailto:info@icliny.org)