



Bridgeport Islamic Community Center - BICC Youth Director / Education Coordinator Job Description and Requirements

The BICC Center is currently located at 877 Park Ave, Bridgeport, CT-USA. The current location is serving as a comprehensive Islamic community center that includes main prayer halls for both women and men, classes for education programs, offices for services and staff, big multipurpose social hall for events and sports (indoor soccer and basketball), and a full commercial kitchen. The Muslim community in the Greater Bridgeport area of CT-USA has moved to the current property on May 2017. Since then, it has been developing all different types of programs with special emphasis on youth and educational programs.

We are seeking to hire a young Muslim to serve as a Youth Director and Education Coordinator (Director) as explained below:

General Position Summary and Duties:

With financial and volunteer help, 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 Muslim community of the Greater Bridgeport area to the BICC Center. 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 BICC Board of Directors.

Detailed Responsibilities include the following:

- Plan, organize and implement a wide array of activities, events and programs including: youth outings, summer programs (i.e., overnight camp), Ramadan programs, tutoring programs, job training programs, life skills classes, halaqas (study circles), leadership training, etc.
- Help in creating a youth friendly culture at the BICC Center and empower youth to feel ownership of their Center.

- Recruit, cultivate and retain local youth for program participation and leadership
- Recruit, develop and maintain a network of volunteers to serve as chaperones, help plan and execute youth activities and events
- Help community youth resolve conflicts, overcome life hurdles, and replace undesirable habits with acceptable behaviors
- Provide coaching to youth and references to professional counselors as needed
- Outreach to regular and non-regular youth attendees of the BICC Center
- Prepare and deliver youth speeches, and khutbahs as needed
- Be accessible to youth outside of normal office hours for urgent issues
- Support, improve and help maintain existing educational programs at the BICC Center
- Outline of gender specific activities and programming as appropriate and applicable
- Create and maintain a youth database which tracks all program participant attendance
- Hold regular office hours at the BICC
- Represent the BICC at meetings, coalitions, and events with the internal and external community
- Meet with the BICC Board of Directors on regular basis to discuss progress and receive feedback and suggestions
- Participate in trainings and conferences for further professional development
- Perform other duties as assigned by the BICC Board of Directors

Minimum Required Qualifications:

Basic Qualifications:

1. Must have attained at least a bachelor's degree from an accredited North American college/university with major coursework in humanities, human services, social sciences or Islamic scholarship
2. Minimum of one year related training and experience working with Muslim youth in North America, including the conception, planning, and implementation of programs for Muslim youth.
3. Should have enough knowledge and understanding of the Qur'an and the Sunnah, and a good understanding of Islamic history and important Islamic personalities.
4. Must be able to effectively communicate with various age groups in the community.
5. Must be fluent in the English language, oral and written.

Additional Skills:

1. MS Office, Google Docs and Excel
2. Excellent public speaking, presentation, verbal and written communication skills
3. Good interpersonal skills to gain trust and confidence of youth groups

4. Ability to work well with others in a team environment
5. Ability to network with internal and external communities
6. Familiarity with issues faced by youth raised in North America
7. Advanced knowledge and understanding of Islam
8. Competent knowledge of Quranic Arabic required
9. Knowledge of Arabic language is preferred

Compensation: Depending on experience

Must be legal resident or citizen of the United States of America.

To Apply:

- Send a cover letter and resume by email to info@mybicc.org, or
- Mail a cover letter and resume to:

BICC Center

877 Park Ave

Bridgeport, CT 06604

USA

For more information: email info@mybicc.org or contact Dr. Ahmed Ebrahim at (845)633-2680