

MCA is Hiring

Job Title: Social Activities Coordinator

Position Type: Full-Time

Scope of Position: MCA is a non-profit religious organization servicing the needs of the Muslim community in the Bay Area.

JOB DESCRIPTION:

The project specialist provides support to MCA Social Committee Secretary and Members on special Project from the standpoint of programs design, projects facilitation, and policy and documentation development.

Develop and lead a disaster response plan at MCA.

Develop and lead a volunteer engagement program for MCA volunteers that include recruiting, managing and training.

Develop and lead a Senior's program at MCA.

Develop and lead a foster parenting facilitation program at MCA.

Planning, organizing and executing social and community oriented activities and events such as workshops, family nights, lectures, cultural nights, career services, wellness programs, outdoor events, Eid and Ramadan programs, and other family and community oriented events and activities.

Work with project leads to define, document and implement standardized processes for all periodic Social events.

Establish processes for effectively gathering and incorporating community feedback on Social programs/events.

Build and maintain a database for Social events and all related contacts.

Make appropriate arrangements for guest speakers including those for their travel lodging, meals and transportation.

COMPETENCIES:

Organizational and Presentation Skills, Teamwork Orientation, Communication Proficiency with Financial Management / Budgeting.

EDUCATION & EXPERIENCE:

College degree. BA in Business Management is a plus.

Minimum of 2 years' experience in community development. Preferably in a Muslim community Proficiency in Microsoft Office, especially MS Word, Excel and PowerPoint.

Experience in Budget planning is a plus.

TO APPLY: Please email your resume to hr@mcabayarea.org