

## **MCA Community Services Manager - Full-Time**

MCA is seeking a motivated, self-starter with a passion for building community and ability to coordinate and supervise programs and organizations that support community well-being with excellence. As MCA's Community Services manager, you will seek to lift people out of poverty by developing zakah eligible projects, analyzing cases to understand community issues, deploy funds, connect recipients with local and government resources, and prepare/ review applications for approval by the zakah Committee Chair. You will also plan and organize programming to better build and serve the community, many in collaboration with the 12+ existing committees and services already at MCA.

### **Job Duties and Responsibilities**

- Engage in development of new programs that serve the good of the community, including a program for senior citizens, and to learn about becoming a foster parent. This includes:
  - Developing and leading a volunteer engagement program for MCA volunteers that include recruiting, managing and training.
  - Working with project leads to define, document and implement standardized processes for all periodic Social events.
  - Establishing processes for effectively gathering and incorporating community feedback on Social programs/events.
  - Building and maintaining a database for Social events and all related contacts.
  - Making appropriate arrangements for guest speakers including those for their travel lodging, meals and transportation.
- Perform due diligence and support of applicants seeking zakah funds. This includes:
  - Providing ongoing case management services for zakah recipients when needed.
  - Guiding zakah recipients with government and local aid, housing needs, medical, jobs and other related needs.
  - Maintaining and improving zakah online application within existing system.
  - Identifying opportunities to streamline and improve existing zakah application process.
  - Documenting and defining guidelines and protocols for zakah Committee based on current process with the ability to make improvements.
- Coordinate with various committees and respond to problems in a tactful and expedient manner.
- Plan weekly, monthly and annual budget and financial projects.
- Strategize plan for fund deployment in responsible manner and present to EB.
- Solicit and write proposals for social services funding

### **Qualifications**

- Bachelor's degree in Finance or Social Science or equivalent
- Minimum 4-5 years of experience in Finance or Social services.
- Proficient in dealing with finances.

- Passionate to help those in need within the community
- Upholding the highest standard of ethics and privacy.
- Proficient in Excel, Google forms, Google sheets, PDF, basic data management.
- Self-motivated and enthusiastic with proven critical thinking skills.
- Experience with leading projects, oversight, communication, working cross-functionally.
- Must show ability to learn.
- Demonstrate attention to detail.
- Ability to interact with diverse community members drawing on emotional intelligence skills.
- Written, verbal, and strategic thinking skills.
- Social work experience is a plus.

**Salary & Benefits:**

Health, vision and dental coverage included. 401K offered. Salary can be negotiated based on experience.

**To Apply**

Please email your resume and cover letter to [hr@mcabayarea.org](mailto:hr@mcabayarea.org)