



www.nuryouthforum.wordpress.com

Executive Director Position

Education: Bachelors, Masters Degree , or Significant Work Experience

Location: DC Metro Area (Maryland, Virginia, District of Columbia)

Job Type: Unpaid Volunteer Position

Duration: January 2011-May 2011

Description:

The Nur Youth Forum is a two-fold project in which will include an online forum and also a network of imams (or religious leaders) and mental health professionals that will provide real-time support for issues facing the youth in the DC/VA/MD Area and in the future elsewhere in the larger cities in the United States. It is will be designed to be a partnership with both spiritual and medical fields to effectively address Muslim-American youth issues. In the future the program will grow into a strong network of religious leaders and mental health professionals that in the future than can begin to start educating parents and imams as well about youth issues and how to deal with youth crisis issues when they are presented with them.

The Nur Youth Forum is currently looking for an Executive Director to lead the initiative. Below are more details regarding the position opening.

Major Duties Include:

1. Provide leadership and vision for NYF

- a. establish clear statement of mission and purpose
- b. gain commitment and loyalty of both Executive Board and Support Staff
- c. create an organizational structure and culture to accomplish mission
- d. manage direct reports

2. Attain standards of excellence for quality and service

- a. establish quality standards for NYF events, services, etc.
- b. measure quality attainment regularly
- c. take corrective action as necessary

3. Attain favorable consolidated and departmental operating results through effective planning

- a. establish operations budget
- b. implement and adhere to standard operating policies and procedures
- c. establish monthly and annual revenue, cost and profit goals
- d. make adjustments and take corrective action as necessary

4. Establish positive relations the community

- a. meet regularly with NYF Affiliated Organizations, imams, and mental health professionals to address issues of concern
- b. meet privately with residents as required and respond promptly to correspondence
- c. attend community events and programs
- d. promote community
- e. represent the organization to the community at large through networking and public service

5. Manage staff development

- a. coordinate establishment of a staff development plan
- b. implement plan together with department managers
- c. evaluate plan regularly
- d. report results

6. Effectively Executive Board

- a. communicate regularly with Executive Board regarding pertinent issues
- b. establish strong relationships through frequent communication and shared experiences
- c. build trust and loyalty within the Executive Board and Support Staff

Additional Qualifications:

- Strong management skills and ability to meet deadlines on time
- Must be a native of the DC Metro Area (Virginia, Maryland or the District of Columbia)
- Able to work in a team environment
- Interest in Muslim-American youth issues, youth issues, psychology or psychiatry
- Strong communication, written, and verbal skills
- Strong time management skills, effective organization skills, and leadership skills
- Must have adequate transportation in order to conduct meetings with various organizations, masjids, etc. in the DC Metro Area

Qualifications

- B.A. or M.A. or significant work experience in management and Islamic organization work
- Degree or a strong background in Communication, outreach, etc is a plus

How to Apply:

Email your resume and cover letter detailing why you would be a good candidate for this position, and some of your previous experience that directly relates to the major duties and/or required tasks to nuryforum@gmail.com. Please visit Nur Youth Forum's website for more information: www.nuryouthforum.wordpress.com