



Position Title: Administrative Coordinator - Maktab Program

Reports to: Principal - Maktab Program and Chief Operations Officer

Program Overview:

The Maktab Program at the Muslim Family Center is an educational initiative designed to provide comprehensive Islamic education to 350 students aged 5 to 17. The programs are designed to build a solid foundation in Islamic knowledge and practice, fostering students' spiritual growth and moral development.

Position Summary:

The Administrative Coordinator for the Maktab Program will partner with the Principal to strengthen and expand the solid foundation of these well-established and thriving initiatives. Serving a diverse community of students, these programs are celebrated for their meaningful educational contributions. In this vital role, you will be instrumental in fostering excellence, overseeing daily operations, and ensuring the consistent delivery of high-quality education.

Key Responsibilities

Communication:

- Serve as the primary point of contact for teachers, parents, and students, maintaining clear and responsive communication.
- Address inquiries, concerns, and feedback promptly to foster trust and satisfaction.
- Escalate concerns to the Principal in a timely manner and ensure they are addressed.
- Establish effective communication channels and disseminate critical information to relevant parties.

Attendance Management:

- Track and record student attendance to ensure accurate records.
- Identify patterns of absenteeism and communicate with parents as needed to encourage consistent attendance.

Feedback Collection:

- Collect feedback from parents, students, and teachers through surveys and meetings; share this information with the Principal to inform program improvements and strategic decisions.

Resource Management:

- Procure and distribute educational materials, ensuring teachers and students have the resources needed for effective instruction.
- Maintain and replenish supplies as needed.
- Manage resources and logistics to ensure successful events that enhance learning and community engagement.

Time Commitment:



The role of the Administrative Coordinator for the Maktab Program at the Muslim Family Center is a part-time commitment (20-25 hours per week), providing essential support to ensure the smooth operation and success of these programs.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Education, Administration, or related disciplines).
- Strong organizational and communication skills, with attention to detail.
- Preferred experience in educational program management or administrative roles.
- Proficiency in software and tools for record-keeping, scheduling, and communication.
- Ability to manage and analyze data to support evidence-based decision-making and program evaluation.

How to Apply:

Submit your resume and a brief cover letter detailing your experience to asma.patel@muslimfamilycenter.org.