



Job Title: Director of Religious Affairs, Islamic Society of Baltimore

The Islamic Society of Baltimore (ISB) located in Baltimore County, Maryland is recruiting for the position of Director of Religious Affairs. Candidate must be a leader in provision with Islamic religious guidance and practices to the Muslim community of Baltimore County and surrounding communities, according to the teachings of the Holy Quran and the Sunnah of Prophet Mohammad (peace and blessings be upon him). Must also establish and promote educational and extracurricular programs for adults and youth, lead the establishment of a unified Muslim community welcoming to all Muslims from different backgrounds and cultures, and engage with the larger community to promote friendship and understanding between Muslims and non-Muslims in the community. The Director of Religious Affairs reports to the Quran Academy Board.

QUALIFICATIONS:

- A bachelor's degree or equivalent certificate of completion from an accredited institution in Religion, Islamic Studies, or combination of relevant studies.
- At least 3-5 years of experience as an Imam, Director, or leader of an Islamic institution in the United States.
- Fluency in English and Arabic both (Spoken and written).
- Memorization a good portion of the Quran.
- Mastery of Quran recitation rules and the ability to teach Quran and religion.
- Experience interacting with various interfaith organizations and involvement in outreach activities.
- Possess a charismatic speaking ability, which can captivate and attract youth and adults from all different cultures and backgrounds.
- Comprehensive knowledge of Hadith (Sunni), Islamic Shariah, and Fiqh.
- Demonstrated experience in conflict prevention and resolution.
- Demonstrated experience in Islamic family and youth counseling.
- Must be able to provide proof of the right to work in the United States as described by the Department of Homeland Security on this page: <http://www.uscis.gov/i-9-central/acceptable-documents> on the first day of employment.

DESIRED/ADDITIONAL QUALIFICATIONS:

- A Masters degree in Islamic Studies from an accredited institution.
- An innovative and highly motivated personality.
- Experience in teaching and explaining Islam to Non-Muslims.
- Leading and supervisory experience in religious center operations; including but not limited to Islamic institutes or specialized programs (i.e. Adult Learning, Alim Program, etc.)

ESSENTIAL RESPONSIBILITIES:

The Director of Religious Affairs is expected to:

- Further develop and enhance an environment of Islamic knowledge within an institute for seekers of knowledge beyond basic Arabic
- Give Jumu'ah Khutbahs and/or arrange Jumu'ah Khateeb.
- Lead congregation prayers and give brief talks/Khatiras after certain prayers.
- Lead Eid Prayers and deliver Khutbahs.
- Maintain Office Hours for counseling and guidance throughout the week
- Provide funeral services and guidance at the funeral site.
- Perform matrimonial services.



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- Conduct Islamic family and youth counseling and guidance as needed
 - Organize and maintain weekly onsite programs, classes, and Halaqas.
 - Initiate and build good relationships with outside organizations and faith leaders.
 - Participate in the interfaith dialogue and outreach programs to promote public relations for Islam and Muslims throughout Baltimore, Maryland, Virginia, and Washington D.C metro areas.
 - Support educational programs for new Muslims.
 - Further develop the educational and extracurricular programs for the youth.
 - Provide Quran and Hadith studies, Seerah and Fiqh lessons, and other Islamic topics to increase knowledge and provide for spiritual growth of community members.
 - Work with the ISB Council on fundraising programs for the community as needed.
 - Work with other resident scholars/Imams on periodic activities and provide to the Secretary of Quran Academy and Religious Affairs progress on such events.
 - Provide consultation to the ISB Council and community on religious matters, community issues, and activities as requested.
 - Shall adhere to the bylaws of the ISB Constitution and the Quran Academy, and work within the guidelines set by the ISB Council.

GENERAL RESPONSIBILITIES:

- Interact with all persons and organizations, Muslim and Non-Muslim, in a manner that reflects positively on Islam, Muslims, and ISB.
- Continually strive and conduct oneself in ways that foster unity and inclusiveness among all community members, and promote broad participation in Islamic and community activities.
- Lead by example to prevent discrimination on any basis including but not limited to school of thought, gender, race, nationality, ethnic origin, citizenship, political affiliation, or economic status.
- Conduct oneself in a manner that is respectful of the history and diversity of the Muslim community.

SALARY & BENEFITS

- A competitive pay, benefits, and leave package.

ABOUT ISB

The Islamic Society of Baltimore (ISB) is a mosque and religious community center in suburban Baltimore, Maryland serving Baltimore County. ISB was founded in 1969 by the local Muslim community, which met weekly on the campus of Johns Hopkins University. In 1982, the society purchased eight acres of land, where the present Masjid Al-Rahmah was built. In the years since, a housing complex, full-time K-12 primary school, Quran Academy Hifz & Seminary program, a Sunday school, a Community Health Clinic, and the multi-purpose hall have all been built. The center was the location of President Barack Obama's first presidential visit to a United States mosque on February 3, 2016.

HOW TO APPLY

Please send your completed [ISB Job Application](#) and Resume to QA-jobs@alrahmah.org

Please provide your contact information as well as the best time to contact you.

DEADLINE: Deadline for applications is July 1st, 2017, or when filled.