



# ISLAMIC SOCIETY OF BALTIMORE

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**Job Title: Events Coordinator**

**Job Type: Part-Time Position**

**Job Category:**

## **Purpose:**

The purpose of the Events Coordinator position is to support the planning, organization, and execution of community events and programs hosted by the Islamic Society of Baltimore (ISB) and its affiliated entities. This role focuses on coordinating event logistics, vendors, volunteers, and internal teams to ensure events are well organized and executed efficiently, while promoting strong community engagement across ISB and its affiliated programs.

## **Description / Responsibilities Include:**

- Assist in planning and coordinating events and programs hosted by ISB and its affiliated entities.
- Coordinate event logistics, including layouts, space planning, equipment needs, vendor placement, and setup.
- Communicate with vendors, sponsors, volunteers, and partners regarding event participation and requirements.
- Maintain organized documentation, including schedules, vendor lists, layouts, permits, and operational plans.
- Support volunteer coordination and assist with assigning tasks during events.
- Assist with event setup, onsite coordination, and post-event breakdown.
- Collaborate with ISB departments and affiliated entities to ensure proper coordination and communication.
- Track operational needs, including equipment, supplies, and facility usage.
- Prepare and submit event summaries, reports, and related documentation as needed.
- Support programs that promote community engagement and participation.
- Perform other duties as assigned.

## **Qualifications**

- Strong organizational and coordination skills with the ability to manage multiple tasks.
- Excellent verbal and written communication skills.
- Ability to collaborate effectively with volunteers, vendors, sponsors, staff, and community members.
- Ability to follow instructions, manage detailed records, and maintain organized documentation.
- Ability to plan, schedule, and coordinate multiple aspects of events simultaneously.
- Flexible and adaptable in working with diverse individuals and changing event needs.
- Comfortable working evenings and weekends as required for events.

*Last Updated: 4/12/2026 | May be revised and updated as necessary*