



Islamic Society of North America Canada (ISNA Canada)
SECRETARY (TO EXECUTIVE DIRECTOR)
& OPERATIONS ASSISTANT (TO DIRECTOR OF OPERATIONS) POSITION OPENING

Position Summary

This is a full-time, temporary position with dual responsibilities including supporting the Executive Director to manage his/her workload, assist him/her in their tasks on hand and act as gatekeeper to him/her (30%). This position also involves carrying out administrative support for the Director of Operations (70%).

Minimum Qualifications Required

- Bachelor's degree in business or equivalent in a related discipline
- Fluency in English (spoken and written). Arabic language desired.
- Experience undertaking administration and operations work
- Ability to work with people of different cultures and backgrounds
- Flexibility to work in a fast paced environment
- Ability to research, organize and present findings
- Willingness to be supervised and take direction
- Proficient in MS Office, use of personal computer and internet

Essential responsibilities include the following key areas:

Secretary to Executive Director (ED):

1. Receive, direct, and relay telephone messages to those concerned.
2. Maintain the ED schedule, booking meetings and appointments, and serving as a gatekeeper, screening calls and prioritizing daily tasks and responsibilities.
3. Be responsible for distributing meeting agendas, scheduling meetings, and recording and transcribing meeting minutes for meetings chaired by ED.
4. Handle business correspondence, including emails and memos, if assigned by the ED.
5. Handle incoming requests for conference calls, public speaking engagements and professional organizational activities involving the ED.
6. Serve as a liaison with the ISNA Canada Board and Committees involving the ED if assigned by the ED.
7. Coordinate the IDB program under the supervision of the ED.
8. Assist the Director of Religious Affairs as assigned by the ED.

Operations Assistant for Director of Operations (DO):

1. Records Management / Administration (RMA) duties and responsibilities:
 - a. Establish and maintain an effective records management system.
 - b. Learn and advise on best practices in records management.
 - c. Classify and index records.
 - d. Ensure integrity of documents and records.
 - e. Administer records management programmes.
 - f. Provide advice and support to ensure efficient and effective records management processes.
 - g. Contribute to the development of strategies associated with document and records management.
 - h. Deal with enquiries and requests for information from both internal and external clients, ensuring compliance with applicable fiscal, legal, or administrative requirements.
 - i. Destroy or archive finished data/records.
 - j. Ensure that records are easily accessible when needed.
 - k. Develop and document relevant procedures to provide easy guidance on information storage, retrieval, retention and destruction which comply with corporate policy and practice as well as statutory requirements.
 - l. Maintain employee time cards and leave records.
 - m. Compile and edit reports for publication from information on corporate operations, including the preparation of content, as assigned by DO.

2. Publications/General Administrative Duties and Responsibilities:

- a. Receive, direct and relay telephone messages to those concerned.
- b. Be responsible for distributing meeting agendas, scheduling meetings and recording and transcribing meeting minutes for meetings, as necessary.
- c. Document and support incoming requests from external organizations for fundraising and other related activities.
- d. Undertake and report on duties as assigned to meet the day-to-day admin and operational activities related to new and existing services offered.

General Responsibilities

- Work approximately 40 hours per week (with flexible weekend and evening work hours as needed)
- Maintain regular and convenient office hours at the centre.

Salary

Commensurate with qualifications and experience.

Send application electronically along with a resume to operations@isnacanada.com