



Ta'leef Collective
43170 Osgood Rd.
Fremont, CA 94539
www.taleefcollective.org
info@taleefcollective.org
(510) 445-1911

Living & Learning Coordinator

Ta'leef Collective provides the space content & companionship necessary for a healthy understanding, embrace and realization of Islam.

The Living & Learning Coordinator will be a self-motivated professional with responsibility for planning, managing, and executing Ta'leef's core community and educational programming. The successful candidate will be a person committed to Islamic higher education and the mission and core values of Ta'leef. This position is located in Fremont, CA.

Reporting to the Operations Director, the Living & Learning Coordinator will have the following responsibilities:

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Research, plan, and execute the Quarterly Living & Learning Schedule for Weekly, Monthly, and Quarterly classes, events, and workshops.
2. Lead and supervise all Living & Learning programs
3. Collaborate with local organizations and content providers to create meaningful and relevant programming
4. Lead all marketing and communication initiatives for Living & Learning programming and develop online/social media content
5. Create and maintain annual program budget
6. Use qualitative and quantitative evaluations regularly for program monitoring and evaluation
7. Collaborate with Community Outreach Coordinator to recruit and train Living & Learning volunteers

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8. Maintains knowledge about the external environment as it relates to Muslim communities.
9. Communicate with attendees of Living & Learning programming, assessing student and community needs

Competencies:

- Communication Proficiency.
- Financial Management.
- Initiative.
- Personal Effectiveness/Credibility.
- Results Driven.
- Maintains composure under stress.

Position Type/Expected Hours of Work:

This is a part-time, exempt position, with a minimum of fifteen hours per week.

Required Experience:

- Minimum of two years of college education (in a related field); 4 year degree preferred; Two-three years of related experience, familiar with Bay Area & Muslim-American community, knowledge of non-profit work

Additional Eligibility Qualifications:

- Extraordinary attention to detail and process.
- Highly developed interpersonal skills. Ability to meet people with ease.
- Excellent interpersonal and team work skills.
- Strong leadership, organization and time management skills.
- Excellent written communication and editing skills
- Strong organizational skills.
- Knowledge of marketing strategies and techniques.
- Capacity and flexibility to get things done on time and at a high quality level.
- Basic Design, Photography skills, and WordPress skills
- Commitment to Ta'leef's core values.

The above statements are intended to describe the general nature and level of work performed by a person assigned to this job description. They are not intended to be a complete list of all responsibilities, duties and



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skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.

To apply email resume with cover letter to: info@taleefcollective.org

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