



Title: Director of Education for the After-School Programs

Employer: Muslim Center of Middlesex County (MCMC)

Type of Business: Islamic, Non-profit

Location: Piscataway, NJ

Expected Duration: 6 months' probation to FT Hire with annual contract

Type of Opportunity: Part Time (turning into full time with distributed work hours)

Job Ref ID: EDU-DIR-001

Job Description: **Director of Education for the After-School Programs**

MCMC is expanding its after school programs to cater the community children with extended educational activities ranging from religious, academic, social and physical fitness. So they become a role model for their family kids, community and for the country. The candidate will be responsible to efficiently execute all the educational activities as desired by the management and strive and achieve the goals set by the management with the best of leadership qualities and fantastic moral character. The candidate is expected to be physically present during every educational activity to ensure it runs smooth. Managing attendance, substitution, follow ups, assist in collecting fees, hire part timers, volunteers with closely working upper management. The candidate will prep the class, equipments and materials and all the that are required to successfully run the program. The candidate will lay out execution plan of all the programs so that they are performed as per the layout. The candidate will follow a strict discipline without upsetting the enrollees, employees, parents, volunteers and the management. The candidate will report the progress of the programs to the immediate report every week. The candidate will build a good rapport with the higher ups, administrator, accountant, Imaam, employees, parents and volunteers. The candidate will bring an extensive knowledge of previous similar experience and will contribute with dynamic energy. The candidate will be a self starter and will work with fewer instructions.

Top 3 Must haves:

- Graduate
- Previous experience as administrator or Principal to a School
- Good at using MS products (word, power point, excel etc), Google Products, Updating Website contents, using Twitter, Facebook etc.,

Primary Job Duties & Responsibilities

- Execute all after School Programs (Saturday School, Sunday School, Maktab, Iqra, Summer Camp, Advance Learning, Tuitions, Karate etc)
- Ensure every day the activities go as planned.
- Encourage and motivate the employees and volunteers in positive way.
- Suggests solutions that make solid sense and optimize the value of assigned projects.

- Demonstrates ability to work collaboratively.
- Builds relationships with peers and other teams to achieve set objectives.
- Balances programs and individual responsibilities.
- Exhibits objectivity and openness to others' views and welcomes feedback.

Education, Work Experience & Knowledge

- Bachelor's degree in a related field with at least 5 years of industry experience preferred.

Licensing or Certificates and Previous References

- Any Certification or Licenses related to the job and reference from previous employment.

Job Specific & Technical Skills & Competencies

- Technical Knowledge: Able to expertly assess, design and suggest, and support programs, activities and solutions to achieve set goals. Demonstrates managerial expertise for multiple programs, temporary tasks, ad hoc tasks and has the ability to influence logical direction for the programs and organization. Fully understands MCMC's Vision and strives to keep it up.
- Communication Skills: Ability to communicate thoughts and ideas in an unambiguous manner and adjusts communication based on audience. Exhibits active and effective communication skills with other members - including active listening and effective written and verbal communication skills. Effectively contributes and communicates with the adjacent team.
- Business Knowledge and Partnership: Able to develop business partnerships and influence business priorities through effective communication aligned with business objectives and goals with our sister organization if need be.
- Problem Solving and Decision Making: Able to proficiently diagnose root causes and solve issues that arise. Able to evaluate alternative solutions and assess risk before taking action. Has the ability to reach sound decisions quickly and escalates appropriately. Demonstrates ability to optimize the use of all available resources.
- Team Orientation: Able to maintain and enhance partnerships across the organization to achieve objectives. Practices objectivity and openness to others' views. Able to recognize and support set priorities
- Leadership: Accountable to the set goals and priorities for self and other team members. Exhibits leadership and collaborates with other leads. Planning and Project Management: Demonstrates ability to identify critical tasks and establish clear priorities while keeping the bigger picture in mind. Able to effectively collaborate with higher up report and utilize sound project management practices. Able to manage time and competing priorities.
- Financial Awareness: Able to assess the financial impact of recommended designs/solutions.

Interested candidates: Please email your resume with Job ID to job@mcmcnj.org. Also be prepared to provide references to your recent 3 employments, when called upon.