

Job Title: Director of Education

Location: ICNA Chicago

Employment Type: Full-time

Reports to: ICNA Chicago Operations Director

Job Description:

We are seeking a dynamic and dedicated Islamic Education Director to oversee and develop various educational initiatives aimed at fostering Islamic literacy and knowledge within our community. The successful candidate will be passionate about curriculum development, program management, and community engagement, with a strong commitment to promoting Islamic values and teachings.

Responsibilities:

Administrator for entirety of Islamic Learning Foundation Educational Initiatives:

- Oversee the development and implementation of all educational initiatives of ILF
- Oversee human resources involved in the the educational initiatives of ILF

Responsible for ILF Fundraising:

- Participate in fundraising initiatives organized by ILF Chicago, delivering presentations and appeals to raise funds for community projects and initiatives.

Administrator and Developer of Middle School and High School Islamic Literacy Course:

- Develop and administer a comprehensive Islamic literacy course for middle and high school students, covering topics such as Quranic studies, Islamic history, and ethics.
- Create engaging curriculum materials, lesson plans, and assessments to enhance students' understanding of Islamic teachings.

Administrator and Developer of Parents Islamic Literacy and Skills Course:

- Design and manage a program aimed at educating parents on Islamic literacy and practical skills for nurturing Islamic values within their families.
- Develop course content, workshops, and resources to support parents in their role as primary educators of Islamic values.

Developer and Teacher for Summer and Year-round Arabic Studies Program:

- Create and implement a comprehensive Arabic studies program for students of all ages, focusing on language proficiency, grammar, and comprehension.
- Plan and organize year-round and summer Arabic language courses, workshops, and immersion experiences.

Project Manager for YM Study Circles:

- Coordinate and oversee Young Muslims (YM) study circles, providing guidance and support to participants in their spiritual and personal development.
- Manage logistics, scheduling, and curriculum development for study circle sessions.

Presenter for GainPeace Open Houses:

- Represent GainPeace at open houses and community events, delivering presentations and engaging with the public to promote understanding of Islam and outreach efforts.

Teacher and Mentor for Advanced Islamic Studies Students:

- Provide advanced Islamic studies instruction and mentorship to students pursuing in-depth knowledge of Islamic sciences, including Tafsir, Hadith, and Fiqh.
- Offer guidance and support to students in their academic and spiritual growth.

Qualifications:

- Bachelor's degree in Islamic Studies, Education, or related field (Master's degree preferred).
- Strong knowledge of Islamic teachings, Quranic studies, and Arabic language.

- Experience in curriculum development, program management, and educational leadership.
- Excellent communication and presentation skills.
- Ability to work effectively with individuals of all ages and backgrounds.
- Commitment to promoting Islamic values and community engagement.
- Fluency in English (proficiency in Arabic is a plus).

The Islamic Education Program Coordinator plays a vital role in shaping the educational and spiritual development of our community members. If you are passionate about Islamic education and community engagement, we encourage you to apply for this impactful position.