

Operations Manager
Islamic Society of Allentown
Allentown, PA

ORGANIZATION BACKGROUND

Founded in 2004, the Islamic Society of Allentown (ISA) is a registered 501(c)(3) non-profit organization serving the local Lehigh Valley community through a host of religious and social programs.

VISION AND MISSION

Our **vision** is to uplift the local community by fostering a sense of unity that embodies Islamic values and develops well-rounded members of society.

Our **mission** is to educate the Lehigh Valley community about the tenets of Islam by providing educational, religious, social, and economic services to all those in need.

SUMMARY:

The Full-Time Operations Manager plays a crucial role in ensuring the efficient day-to-day operation of the Islamic Society of Allentown (ISA). This position encompasses various functions, including HR, Admin, maintenance, security, kitchen, facility operations, and Finance. The ideal candidate should be highly organized, detail-oriented, results-driven, able to manage multiple tasks effectively, and possess excellent communication skills with strong follow up.

JOB RESPONSIBILITIES INCLUDE:

1. Human Resources:

- Manage the onboarding process for staff and volunteers.
- Maintain employee records and ensure compliance with relevant employment laws.
- Coordinate training sessions for staff and volunteers as needed.
- Handle employee inquiries regarding policies and processes.

2. Administrative Duties:

- Oversee the day-to-day administrative tasks of the masjid office.
- Manage incoming and outgoing correspondence, including mail, emails, and

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phone calls.

- Schedule facility bookings for appointments, meetings, and events.
- Coordinate maintenance, security and kitchen related matters.
- Maintain and update the masjid's database of vendors/partners and maintain physical/virtual filing systems.
- Purchasing office and maintenance supplies

3. Financial Management:

- Assist in budget planning and monitoring expenditures.
- Process invoices, reimbursement requests, donations, and payments accurately and in a timely manner.
- Collaborate with the finance committee to ensure compliance with financial policies and procedures.

QUALIFICATIONS:

- Previous experience in office and project management, preferably in a nonprofit or religious organization. Accounting or HR experience is a plus.
- Strong organizational and multitasking skills with the ability to prioritize tasks effectively.
- Proficiency in Google Workspace and some experience with database management software.
- Excellent communication skills, both written and verbal.
- Ability to work independently as well as collaboratively within a team.
- Sensitivity to cultural and religious diversity, with respect for Islamic values and principles.

Working Hours:

- On-site with flexible timing with coverage during business hours and some evening/weekend.

Salary:

- Market rate depending on experience. Eligible for annual performance based bonus.

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Application Process:

Please submit your resume and a cover letter outlining your qualifications and relevant experience to bd@isallentown.org with the subject "OM Application" written in the subject line. Applications will be accepted until the role has been filled. We thank all applicants for their interest.