



## SEEKING SUNDAY SCHOOL ADMINISTRATOR FOR ISLAMIC CENTER OF GREATER CINCINNATI

The Islamic Center of Greater Cincinnati (ICGC) is looking for a qualified and motivated individual to lead a robust and growing Sunday School.

ICGC has developed an outstanding reputation for bringing new ideas to the community, and implement new approaches and processes for a professional organization.

The 18 acre campus houses a masjid, an educational building, a community center, and a full time Islamic school.

The primary responsibilities of the Sunday School Administrator are to:

- **Be the leader of Sunday School:** Responsible for directing all phases of the schools operations, programs, finances, personnel and environment in accordance with the policies of the board.
- **Lead in developing an effective organization:** Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school
- **Oversees duties of the Sunday School staff and volunteers**
- **Provide input to the Sunday School budgeting process**
- **Collaborate with teachers to promote academic excellence**
- **Oversees the registration and attendance process**

The Sunday School administrator is expected to have administrative expertise, command of English, and strong communication skills. Prefer academic experience, professional or volunteer.

This is a part time position. Compensation will be commensurate with education, experience, and willingness to take on responsibility. Benefits are negotiable.

ICGC offers an exciting opportunity to be a part of a vibrant Muslim American community. This leadership opportunity has the potential for professional development and spiritual fulfillment in a city that accommodates a wonderful family life.

Those interested may send resumes

Via Email

[search@cincinnatiislamiccenter.org](mailto:search@cincinnatiislamiccenter.org)

Or mail:

Islamic Center of Greater Cincinnati.  
8092 Plantation Drive,  
West Chester, Ohio. 45069  
Tel# 513 755 3280