

Job Description



OVERVIEW		
Job Title	Administrative Assistant	
Department	ADAMS Office of the Imams (AOI)	
Reporting Relationships	Reports to: AOI Department Manager	Supports: All ADAMS
Role Purpose	Support the AOI with implementation tasks related to management, strategy, and coordination of the AOI.	

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
AOI Services (95%)	<ul style="list-style-type: none"> ● Apply and facilitate agile framework to the AOI Project management ● Act a scrum master for AOI meetings ● Support the Department Manager by facilitating, automating, and coordinating management processes for AOI staff to include the following: <ul style="list-style-type: none"> ○ Activity reporting ○ Utilization tracking ○ Site coverage oversight ○ Key Performance Indicator tracking ● Support streamlined engagement processes with other departments ● Monitor, Manage, and Follow up on AOI emails ● Conduct research ● Develop project materials, prepare documents and visual exhibits ● Organize, proofread, and update documents as needed ● Coordinate activities for meetings and conferences ● Contribute to the development of religious programs and schedule meetings ● Develop relationships with program participants ● Assisting in the design of new programs
Administrative Activities (5%)	<ul style="list-style-type: none"> ● Participate in administrative meetings as requested

Job Description



QUALIFICATIONS/REQUIREMENTS

Necessary Knowledge, Skills and Experience

- Experience with Agile project management
- Experience in working as a professional Business Analyst
- Must have excellent interpersonal skills and the ability to work well with a diverse community.

Education and Certification Requirements

- Must have basic Islamic education
- A degree or certification in the Business Analyst (or related) field

WORKING CONDITIONS

- Full Time Position
- Work location will initially be Sterling, future arrangements will be determined with AOI Lead Coordinator
- Core hours will be determined with AOI Lead Coordinator
- Activity reporting is required when requested by AOI Lead Coordinator