

## **TOGETHER. SHAPING THE FUTURE.**

---

Al Huda Weekend School is run by Muslim Association of Canada (MAC) in Edmonton, Alberta. MAC is a religious, educational, social, charitable and non-profit organization which provides services and programs designed to assist in the holistic educational and spiritual development of the Muslim individual and family. A primary tenet of MAC is community involvement and service not only with the Muslim community, but with every community, regardless of faith or background.

We offer an approach that emphasizes the holistic message of Islam within the context of a pluralistic society and hence, a message that respects all faiths and Canadian institutions, traditions, and values. MAC believes that the personal development of every individual is key to a real and fruitful involvement in the community. It brings a balanced, constructive and engaged understanding of Islam that aims to inspire Muslims in Canada and throughout the world. More info can be found at [www.macnet.ca](http://www.macnet.ca)

The school was started in 2010 in MAC Islamic Center Edmonton and has grown to over 400 students spread out over classes held on Saturday and Sunday. The school caters to ages 5-17 in providing a safe, welcoming, and tolerant environment for all children. The mission of the school is to develop the love of Allah, His Messenger, and the mosque in the children in the context of a pluralistic Canadian society. This will enable them to not only become strong Muslims but also upstanding Canadian citizens contributing positively to society.

**Position: Administrator (Part Time)**  
**Department: Al Huda Weekend School**  
**Start Date: Immediate**

### **JOB DESCRIPTION:**

- Answer general inquiries over email/phone professionally
- Greet visitors to the school in a friendly and professional manner
- Purchase, receive and store the school supplies ensuring that basic supplies are always available
- Purchase, receive, and store books for each grade
- Use school management software for updating and storing information
- Code and file material according to the established procedures
- Update and ensure the accuracy of the school's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Assist with financial reports as required
- Provide support to teaching staff on school as needed
- Record and document financial transactions in provided templates
- Assist in reimbursement of staff expenses
- Other duties as required

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Strong knowledge of MS Office Suite and comfortable with using computers
- Fluent in English. Additional languages are an asset
- Able to work in a fast paced and dynamic environment
- Able to work independently and in a group
- Experience in non-profit organization or schools is an asset

COMPENSATION: Salary will be competitive and to be determined based on qualification and experience.

CONTACT: Resumes can be sent to [office@rahmamosque.com](mailto:office@rahmamosque.com)