

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

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: Vice-Principal (Part Time)
Department: Al Huda Weekend School
Start Date: Immediate

JOB DESCRIPTION:

- Assist Principal in developing an annual schedule of instructional programs and extracurricular activities
- Assist in maintaining regular communication with parents electronically, in person, and in public
- Manage accounting processes for regular expenses
- Assist in managing annual budget for the school
- Assist in implementation of a school management software
- Promote an atmosphere of cooperation, tolerance, and acceptance in the school
- Provide avenues of personal and professional development for staff members
- Establish, uphold, and promote high standard of Islamic character for all staff
- Other duties as required

QUALIFICATIONS:

- Background in education or management
- Experience in leading a team is an asset
- Fluent in English. Additional languages are assets
- Experience in a non-profit environment is an asset
- High level of time management skills and organizational abilities
- Experience in conflict management or resolution is an asset
- Experience in public speaking and presentations in front of large audiences is an asset
- Ability to work weekends

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

CONTACT: Resumes can be sent to: office@rahmamosque.com