



Islamic Center of the Capital District (ICCD)

21 Lansing Rd N, Schenectady, 12304

Job Announcement: Secretary

Position Title: Secretary

Location: Islamic Center of the Capital District, Colonie, NY

Employment Type: Part-Time (20-25 hours per week)

Reports To: ICCD Board of Trustees

ICCD is a vibrant Islamic center dedicated to serving the spiritual, educational, and community needs of Muslims in the Capital Region. We are seeking a professional and organized **Secretary** to provide administrative support and help coordinate the mosque's religious programs, which are led by the Imams.

Position Summary

The Secretary serves as the primary administrative support to ICCD and its Imams, who oversee all religious programs. This individual will manage schedules, communications, records, and event coordination while serving as a welcoming point of contact for community members. The ideal candidate demonstrates strong organizational skills, professionalism, confidentiality, and an understanding of Islamic values and community service.

Key Responsibilities

- Manage the calendar, appointments, and meetings of the Imams.
- Support social media needs of the Imams, including recording and posting about program activities via ICCD's social media accounts (Facebook, YouTube, Instagram, WhatsApp).
- Coordinate religious services, educational programs, counseling appointments, and special events for the Imams.
- Respond to phone calls, emails, and correspondence on behalf of the ICCD, as directed.
- Prepare letters, announcements, reports, meeting agendas, and minutes.
- Maintain confidential records and documentation.
- Assist with communication within the ICCD community regarding Jumu'ah services, Ramadan programming, Eid events, classes, and other religious programs.

Qualifications

Required:

- Minimum High school diploma or equivalent.
- Minimum of 2 years of administrative or secretarial experience.
- Strong written and verbal communication skills in English.



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- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) and social media tools like WhatsApp, Facebook, Instagram, YouTube.
 - Excellent organizational and time-management skills.
 - Ability to manage confidential and sensitive information with discretion.

Preferred:

- Experience working in a mosque, nonprofit, educational, or faith-based organization.
- Familiarity with Islamic practices, terminology, and community engagement.
- Proficiency in Arabic, Urdu, or another language commonly spoken within the community is an asset.

Desired Qualities:

- Commitment to professionalism, integrity, and service.
- Respect for Islamic values and the mission of the ICCD.
- Strong interpersonal and customer service skills.
- Ability to interact respectfully with individuals from diverse backgrounds.
- Detail-oriented, dependable, and capable of managing multiple priorities.

Compensation and Benefits

This position is anticipated to require 20-25 hours per week. Salary is commensurate with experience and qualifications. Benefits, if applicable, will be discussed during the interview process.

Application Process

Interested candidates should submit:

- Current resume
- Three professional references

Applications should be emailed to **bot@iccdny.org** with the subject line:

“Application – Secretary to the ICCD”

Application Deadline: August 10, 2026