

Job Title: Operations Manager

Prince George's Muslim Association located in Lanham, MD is seeking a qualified candidate for the position of Operations Manager. The role of the Operations Manager is to oversee, the facility, administration and programs of PGMA.

Responsibilities

- Working with the Executive Committee and the various programmatic committees of PGMA (i.e. Youth Committee, Sister's Committee, Dawah Committee, etc.) to implement the various events, classes and programs of the masjid.
- Supervising the maintenance staff to ensure facility cleanliness and building repair.
- Supervising the administrative staff to ensure all administrative matters such as financial transactions, documentation, and internal and external communications are accurate and efficient.
- Attending the weekly Executive Committee meetings and other meetings as determined by the PGMA management.

QUALIFICATIONS:

- A bachelor's degree and 5+ years of experience in management of programs, business and/or facility operations or related qualifying experience.
- Financial management and/or accounting experience is a plus as is experience in managing organizational IT needs.
- Strong communication skills both written and verbal.
- Interpersonal skills and customer service is a must, as PGMA is a diverse organization.
- Fluency in English is a must and multilingual ability is also a plus.
- Legal residence status in the United States and eligible to work in accordance with U.S. laws.
- Must be Muslim in accordance with the Book of Allah and the Sunnah of the Prophet Muhammed (SAW).

Applying

Interested candidates should send their resume to jobs@pgmamd.org.