

The Prayer Center of Orland Park

Potential Job Descriptions

Shaykh/Imam:

- Legal Residency
- Languages
 - Fluent in English
 - Fluent in Arabic
- Islamic Education
 - Solid knowledge of Islamic Shari'ah and Quran (tafsir)
 - Properly rehearsed in Fiqh (with experience with contemporary issues)
 - Excellent recitation of Quran
 - Ability to give motivational Khutbas / Khateeras
 - Teaching
 - Quran (Tajweed/Tafsir)
 - Fiqh
 - Hadith
 - Basic understanding in Christianity and Judaism
- Communications
 - Public speaking experience (khutbas, lecturer, public speaker, etc)
 - Ability to speak to press if requested
 - Ability to Raise Funds
- Counseling
 - Experience implementing fiqh in counseling
 - Family Issues
 - Janaza
- Dawah
 - Experience with Non-Muslims (using hikma in approach)
 - Experience in dealing with first and second generation American Muslims
 - Experience in dealing with Immigrant Muslims (mainly Arab)
- Logistics
 - Must work with Executive Board and VP of Operations
 - Work with other Masajid in greater Chicagoland Community
 - Work with other Churches and Synagogues in area
 - Working with males and females of all ages
 - Working with different ethnicities
- Patience
 - Working closely with Executive Board
 - Working closely with Community
- Time
 - Must dedicate majority of time in community/masjid
 - Leading prayers
 - Teaching (Fiqh, Quran, Dawah)
 - Counseling
 - Nikah
 - Janaza
 - Imam should be ambitious to take our community to next level.
 - Research Orientated to continuously look up fiqh issues.

Vice President of Operations:

- **Manages Day to Day Operations**
 - Responsible for 5 Daily Prayers (making sure the prayers are covered)
 - Opening and closing masjid (Ensuring Masjid is opened and closed)
 - Keeps Calendar of all events in Masjid
 - Needs to be informed of all events in Masjid and manages space and events
 - Must be present at all major events at the Masjid
 - Oversees other staff members (Secretary and Janitor)
 - Makes sure Masjid is clean
 - Makes sure Masjid is running properly (technical equipment, air control, security, bathrooms, trash)
 - Attends to Voice Mails
 - Security (head of security)
 - Overlooks logistics committee
 - Parking
 - Collection of money after Salat
- **Works with Village of Orland Park**
- **Knowledge of Members of Community**
 - Ability to delegate (needs to use resources to accomplish goals)
 - Needs to constantly get feedback from community
- **Financially**
 - Answer to Treasurer
 - Assists in Fundraisers
 - Ability to raise funds
- **Languages**
 - Fluent in English
 - Fluent in Arabic
- **Announcements**
 - Stay up to date with events in the community
 - Ensure members are informed on all OPPC functions (as advance as possible)
- **Back up Shaykh/Imam**
 - On all issues except counseling
- **Islamic Education (backup to Shaykh/Imam)**
 - Knowledge of Tajweed
 - Proper recitation of Quran
 - Ability to give motivational Khutbas / Khateeras
- **Counseling**
 - Experience in fielding fiqh in counseling (directs messages/requests to appropriate channels)
 - Family Issues / Nikah
 - Janaza
- **Dawah**
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- **Logistics**
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Secretary:

- Speaks English and Arabic
- Types English and Arabic
- Activist (motivated)
- Organized
- Office Clerk
- Attends to Voicemail
- Needs to be assistant to Vice President of Operations
- Excellent Computer Skills
 - Word Processing (word)
 - Excel
 - Powerpoint (presentations)
 - Basic Web experience (update events on the website, via admin platform)
 - Basic design experience
- Full Time / Part Time
- Community Relations
- Women Liaison (if secretary is female)
- Backup to Vice President of Operations
 - Basic Day to Day Management of Masjid