

Job Description



OVERVIEW			
Job Title	Senior Imam – Religious Services		
Department	ADAMS Office of the Imams (AOI)		
Reporting Relationships	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Reports to: Chief of Staff (Primary) and AOI Executive Imam (Secondary)</td> <td style="width: 50%;">Supports: ADAMS Outreach Coordinator(s) Intra-Muslim Qurtuba </td> </tr> </table>	Reports to: Chief of Staff (Primary) and AOI Executive Imam (Secondary)	Supports: ADAMS Outreach Coordinator(s) Intra-Muslim Qurtuba
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Role Purpose	Provide religious and spiritual leadership and guidance to the ADAMS Jumu’ah & Daily Prayers Religious Services and their Coordinators, Leads, etc.		

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Primary Services (50%)	<ul style="list-style-type: none"> Lead in the approval of Khateeb and Speakers Develop and conduct Khateeb training programs Lead in the assignment of Jumu’ah Khateeb & Khutbah Topics/Themes Conduct the Main Jumu’ah Khutbah weekly Lead/Participate in Ramadan prayers, religious events, and activities
Community Response Services (40%)	<ul style="list-style-type: none"> Conduct Community Counselling Lecture Series at all Branches Lead prayers and Khatirahs Respond to religious questions from the ADAMS community
Administrative Activities (10%)	<ul style="list-style-type: none"> Support Associate Imams, clergy, counsellors, and AOI Staff Participate in EC and BoT meetings as requested Attend administrative meetings with the Chief of Staff (CoS)

QUALIFICATIONS/REQUIREMENTS	
Necessary Knowledge, Skills and Experience	<ul style="list-style-type: none"> 5 years of experience leading a US Muslim Community fulfilling the role of an Imam. Must have fluency in English and Arabic. Must have excellent interpersonal skills and the ability to work well with a diverse community. Should be familiar with American culture and history. Must agree and follow ADAMS’ mission and vision.
Education and Certification Requirements	<ul style="list-style-type: none"> Must have extensive Islamic education A Master’s degree in Islamic Sciences from a reputable institution is preferred.

WORKING CONDITIONS	
Working Environment	Although the Executive Imam will often require meetings outside of ADAMS facilities, there should be some “core hours” throughout the week that are agreed upon with the Executive Committee.
Work Timings	Full / part time position.