



# MUSLIM ALLIANCE OF INDIANA

---

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the name of God, the Most Gracious, the Most Merciful*

**ADVOCATE • COLLABORATE • EMPOWER • ENGAGE • SERVE**

## **WORKSHOPS AND EVENTS COORDINATOR**

The purpose of the Workshops and Events Coordinator is to plan and execute Muslim Alliance of Indiana (MAI) and Council of Indiana Muslim Organizations (CIMO) events, from pre-commencement through post-termination phases, including eight (8) regionally-based domestic violence/cultural competency trainings, community engagement conferences, and MAI signature events such as the Governor's *iftar* and Annual Awards Banquet. The Coordinator works closely with the MAI executive leadership as well as local host committees to achieve the desired outcomes.

## **ICJI-SPONSORED DOMESTIC VIOLENCE/CULTURAL COMPETENCY WORKSHOPS**

The Coordinator shall work with MAI executive director and local domestic violence advocates, law enforcement officials, and others to create eight (8) regional workshops, which will include these tasks:

- Secure a venue for each one-day training
- Connect with local vendors and procure their services
- Identify, invite, and partner with appropriate experts, providers, trainers, speakers
- Arrange continuing education credits for participants
- Market each regional event through multiple sources
- Complete a post-event report (for internal and external parties) based on the distribution and collection of participant surveys, and video taping of sessions
- Administer all aspects of each workshop from the planning to the post-event phases, including all on-site activities
- Ensure complete accounting of income and expenses for each event
- Other duties as assigned

## **COMMUNITY ENGAGEMENT EVENTS**

The Coordinator shall assist the MAI executive director and executive committee with the development of a community engagement agenda and events based on the diverse needs of our state. Tasks will include:

- Secure a venue

- Develop regional host committees
- Connect with local vendors and procure their services
- Identify, invite, and partner with appropriate experts, providers, trainers, speakers
- Market the regional events through multiples sources
- Create and manage the registration process
- Coordinate with MAI leadership to organize MAI/CIMO fundraising during the event
- Complete a post-event report on each event
- Provide a detailed accounting of expenses and income for each event

### **MAI/CIMO SIGNATURE EVENTS**

The Coordinator shall assist the MAI executive director and executive committee with the development MAI and CIMO signature events. Tasks will include:

- Secure a venue
- Work with an event program committee to create a program
- Identify, invite, and partner with appropriate experts, providers, trainers, speakers
- Market the regional events through multiples sources
- Develop and manage the registration process
- Coordinate with MAI leadership to organize MAI/CIMO fundraising during the event
- Complete a post-event report on each event
- Provide a detailed accounting of expenses and income for each event

The candidate should possess the following qualifications: (1) the ability to write and speak English well; (2) the capability to multi-task; (3) the proficiency to manage both time and projects according to applicable tasks/deadlines; (4) the skill to be a self-starter and to make certain minor decisions; and (5) an adept knowledge of Microsoft Office products and social media, web-based platforms, and minor technological sophistication.

This is a part-time position requiring twenty-five (25) hours per week. The position will commence in May 2015 and conclude on 30 September 2015. The Coordinator reports directly to the executive director. The Coordinator is expected to meet with the executive director and the MAI president regularly, and is expected to travel to each of the regional workshops, conferences, and MAI events. Some overnight travel is expected. The MAI will reimburse mileage, accommodations, and meal expenses. Pre-conference travel may also be necessary. No fringe benefits are associated with this position.

For consideration, please submit a cover letter, resume, and three to Mr. Carey W. Craig at [carey@indianamuslim.org](mailto:carey@indianamuslim.org) **on or before 12.00 Noon on Thursday, 30 April 2015.**