



## Start-up Community Programs Director

### About the Position

Tarjuma is seeking an **initiator** who works cooperatively and innovatively to cultivate a nourishing Muslim community, an **implementor** that translates a vision and values into sustainable programming, and a **shepherd** who supports people who are seeking, embracing, or renewing their faith from all walks of life.

### Year 1 Focus

In year 1, your priority will be to set the foundation for Tarjuma with the main focus being programming, administration, and finance. Your deliverables will include:

1. **Create a sustainable small group learning & connection program (Tarjuma Living Rooms)** (e.g. small groups in homes: [Center DC](#), [North Point Community Church](#))
2. **Develop and deliver quarterly community learning workshops** (e.g. [Being Muslim](#), [financial literacy](#), [Marriage Mentorship](#), [Grief & Bereavement](#), [Faith for kids](#))
3. **Develop and implement a 2 year programs plan & sustainability strategy for Tarjuma**, design/test approaches to donor engagement, financial learning, revenue generation
4. **Oversight of Jumu'ah in the Core**, including Friday sermon mentorship program and Friday prayer downtown

### Key Responsibilities

#### *Program Planning, Design, & Delivery*

You will play the lead role in the design and delivery of Tarjuma's programming, from small groups to events.

- ◊ Develop programmatic resources, including content plans, volunteer roles and responsibilities, templates, and training materials
- ◊ Foster partnerships and collaborate with local, national, and international organizations to develop and deliver programming (e.g. local caterers, social service agencies)
- ◊ Prioritize hospitality in receiving and hosting special guests
- ◊ Liaise with service providers to provide referrals to community participants when needed, including social workers, therapists, chaplains, and scholars

#### *Volunteer & Community Coordination*

- ◊ Develop and administer processes for volunteer recruitment, training, and growth

### Example of tasks for Tarjuma Living Rooms program:

- ◊ Coordinate registration of participants, facilitators, hosts



- ◊ Design content and prepare materials for Living Room sessions
- ◊ Develop training and relevant materials, and train facilitators, hosts, helpers
- ◊ Match hosts and participants (via matching session or registration design)
- ◊ Organize check-ins with hosts, facilitators and helpers
- ◊ Monitor program delivery & ongoing evaluation

### *Finances*

- ◊ Develop financial strategy, including identifying current needs, approach to fundraising, financial literacy plan for individuals/families, and donor engagement plan
- ◊ Manage and track donations and foster relationships with past, existing and potential donors
- ◊ Design and implement methods for donor appreciation
- ◊ Ensure administration of annual tax receipts
- ◊ Liaise with bookkeeper to ensure accurate financials are created annually

### *Communications*

- ◊ Develop communications strategy
- ◊ Oversee the design and development of communications materials (e.g. pamphlets, posters, and website redesign)
- ◊ Develop and administer schedule for communications, including social media, email, and community reports
- ◊ Build roster of photographs by procuring photographers or volunteers

### *Administration*

- ◊ Create procedures for and manage financial, administrative, and communications platforms
- ◊ Procure consultants, develop and manage contracts
- ◊ Ensure completion and submission of annual provincial nonprofit and federal charitable forms
- ◊ Support with preparation of Board and Committee agendas and minutes
- ◊ Support with development of terms of references, policies, and procedures
- ◊ Write and submit grant applications
- ◊ Oversee partnership/memorandum of understanding (MOU) development with organizations

### **Approximate Time Commitment *(subject to change)***

- ◊ Tarjuma Living Rooms Program (50%)
- ◊ Special events (20%)
- ◊ Programs Plan & Sustainability Strategy (15%)
- ◊ Jumu'ah in the Core (15%)

### **Key Competencies & Skills**

- ◊ Embodies characteristics of a servant leader
- ◊ Active listener and relationship nurturer with ability to provide healing/well-being-informed care
- ◊ Creative risk taker and curator of beautiful spaces and experiences



- ◊ Passionate about the big picture and scrupulous with detail and organization
- ◊ Comfortable with ambiguity; able to work independently and collaboratively
- ◊ Clear and intentional writer and oral communicator
- ◊ Reliable and trustworthy
- ◊ Familiar with community organizing methodologies
- ◊ Able to design, implement and evaluate programs
- ◊ Experience in project and event planning, coordination, and management
- ◊ Experience with the following platforms is an asset: Slack, Planning Center, Zoom, Google Suite, GoDaddy, Instagram, FaceBook, Twitter, Square, and Rotessa
- ◊ Graphic design is an asset
- ◊ Understanding of restorative justice and/or conflict resolution is an asset

### Reporting, Hours, & Compensation

**Reporting:** this is a permanent position located in Edmonton, Alberta, Canada, reporting to a board.

**Hours:** 40 hours per week (negotiable). Flexible schedule. Evening and weekend work will be required.

**Salary range:** CAD\$50-60,000 per year (depending on experience).

### About Tarjuma

Tarjuma is about nurturing well-being(s). It is a Muslim community on Treaty 6 Territory and Métis Homeland (Edmonton, AB, Canada). Tarjuma seeks to *'translate'* the core of Islamic traditions and cultural legacies into a relevant context. As a nonprofit charitable organization, Tarjuma is focused on responding to the emerging needs of its growing community through unreserved welcome, connection, and spiritual cultivation. Tarjuma has provided a range of programming since 2013, including classes, practical workshops, and social gatherings. Tarjuma strongly values capacity building across generations and cultures in pursuit of collectively lifting the community. It strives for excellence and accessibility in all aspects of service and values holistic well-being.

**For more information,** please contact [admin@tarjuma.ca](mailto:admin@tarjuma.ca). Curiosity is encouraged!

**How to apply & deadline:** please send a video of yourself (maximum five minutes in length) sharing how you've worked to make community spaces more welcoming and your resume to [admin@tarjuma.ca](mailto:admin@tarjuma.ca) by February 27th, 2022.

**Note:** this job description might seem insurmountable. Much of Tarjuma's efforts have been driven by a small number of dedicated volunteers, working from the side of their desk. The Start-Up Director will have the support of this dedicated and committed team of servant leaders. We know the perfect candidate does not exist, but we encourage you to apply if you're passionate about growing community.

