



Internship @ WIC

Part-time Position: 25 hours/week

Worcester Islamic Center is looking for a young, creative, energetic and self-motivated young individual for an internship program with Imam Asif Hirani @ WIC during July and Aug. This is a paid position, qualifications and responsibilities will be as follows:

Primary Reporting: Imam Asif Hirani

Secondary Reporting: Dr. Muhammad Ramzan

Timing: Flexible - 5 hours daily (Mon thru Friday) From Dhuhr to Isha

Compensation: \$275 per week

Dates: July 5th to August 5th

Qualifications:

- Eligible to work in USA
- Basic Microsoft office knowledge (word, excel, ppt)
- Multi-Tasking
- Technology friendly
- Active on social media

Responsibilities:

1. Organizing Volunteers
 - Reach out to all volunteers and organize them in team under the guidance of Imam. Create and maintain a database of volunteers along with their skill sets.
2. Organizing Teams:
 - To arrange separate meetings with the teams (old & new volunteers) and to organize them (includes but not limited to taking minutes, follow up). Create a template for transitioning roles between volunteers.
3. Social Media:
 - Help organizing team for Facebook, Instagram & Twitter.
4. Scheduling:
 - Make a schedule for fall and spring for classes and events and organizing it on Website.
5. Information Technology:
 - Work with the IT team to create a template for any non-technical person to update WIC website with latest information from the Imam and EC.

NOTE: Interested Candidates can send their resumes to askimamasif@gmail.com & presidentofwic@gmail.com.

WIC won't be responsible to giving ride to any interns.

Deadline for submission: 22nd June 2018.