

**AMERICAN MUSLIM DIVERSITY ASSOCIATION (AMDA)
Project Description & Contract**

TITLE: Associate Imam

REPORT TO: Head of Religious Activities and Affairs and Board of Trustees.

REPORTING REQUIREMENT: Provide monthly report regarding activities performed to fulfill this contractual obligation to the Head of Religious Activities and Affairs.

SUPERVISE: None.

CONTRACT PERIOD: May 1, 2022 to December 31, 2022.

GOAL:

- Provide religious leadership and assist Head of Religious Activities and Affairs to establish a Muslim community according to the Holy Quran and the Sunnah of the Prophet (peace be upon him).
- To use leadership and administrative skills to develop, achieve and maintain the best possible religious environment for the members of AMDA that support the mission, vision and beliefs of American Muslim Diversity Association.

ELIGIBILITY TO WORK:

- Must be eligible to work legally in the USA (need to provide documentation)

TIME COMMITMENT:

One hundred sixty three (163) days of presence is required per year over the contractual period. Total number of working days for the contract period is two hundred forty four (244).

For health reason a maximum of 5 days absence is permitted from the required days of presence.

Prior approval is required from Head of Religious Activity and Affairs for any absence.

Presence is required on Memorial Day, Independence Day (4th of July) and Labor Day if these days are on religious celebration day. By providing advanced notice, adjustment can be made to the day of absence if 4th of July falls on a previously announced non-working day.

QUALIFICATIONS:

1. Required to have knowledge of the religion Islam, the Hadith and the Sunnah of the Prophet (PBUH).
2. Masters tajweed rules to ensure correct recitation of the Qur'an.
3. Must be fluent in spoken and written English as well as Arabic.
4. Should be able to interact with the youth and understand challenges faced by them while living in a non-Muslim environment.
5. Must have excellent interpersonal, communication and judgment skills, and ability to work with individuals from diverse backgrounds.
6. Should be able to introduce Islam to people of other faiths.

RESPONSIBILITIES:

1. Lead congregation and conduct AMDA related religious activities utilizing Hanafi School of thought as reference.
2. Create and lead Hifz education program at AMDA
3. On Monday, Tuesday & Friday per week, lead a minimum of 9 Jamah (Fajr, Dhur, Asr) and Wednesday & Thursday per week lead a minimum of 6 Jamah (Fajr, Maghrib, Isha) totaling to 60 Jamah per month at AMDA Masjid and any location decided by AMDA.
4. Document and report in writing any additional number of Jamah lead beyond the contractual requirement to representative of Board of Trustee and Imam of AMDA by the end of each month.
5. Represent AMDA in activities that improve interfaith and intra-faith relationship of Islam.
6. Establish and maintain relationships with local community groups and individuals to foster understanding and solicit support for AMDA activities.

