



WOMEN'S ISLAMIC INITIATIVE IN SPIRITUALITY AND EQUALITY (WISE) PROGRAM ASSOCIATE

ABOUT WISE

The Women's Islamic Initiative in Spirituality and Equality (WISE) is a global program, social network and grassroots social justice movement led by Muslim women. WISE is empowering Muslim women to fully participate in their communities and nations and amplifying their collective voices. Muslim women have enjoyed a rich legacy of excellence in their roles as leaders, professionals, caregivers and activists, and Islamic history is an impressive record of their remarkable contributions as teachers and scholars of sacred text and law. WISE represents an authoritative Muslim women's movement to reclaim this legacy.

WISE is a program of the American Society for Muslim Advancement (www.asmasociety.org), a non-profit organization based in New York, United States. Learn more about WISE at www.wisemuslimwomen.org

PROGRAM ASSOCIATE ROLE OVERVIEW:

Working with the WISE Program Director, ASMA's WISE team, the WISE Steering Committee, and members of the WISE network, the WISE Program Associate will work on the following essential functions. Individuals in this role may not perform all of these duties, or may perform additional, related duties not listed here.

1. Support the implementation of the WISE strategic plan and vision that incorporates the program's goals and objectives, including the WISE agenda of international, country-wide, and local priorities;
2. Support the following WISE programs:
 - a. WISE portal: content development and social networking expansion
 - b. Annual global conference and regional conferences: planning, implementation, follow up
 - c. WISE chapters in strategic countries: formation, support and oversight
 - d. Shura Council: supplemental research and support of global implementation plan including Muftiyyah Training Program development and Jihad Against Violence campaign
3. Oversee the training and supervision of all WISE program interns and volunteers;
4. Serve as rapporteur for the WISE Steering Committee and Shura Council meetings/conference calls;
5. Help in obtaining formal commitments and collaborating plans with key NGOs, academic institutions, private-public partnerships, funding agencies, and other organizations;
6. Assist with grant proposals/budgets/ reports, in collaboration with development staff;
7. Assist in organizing various WISE forums in the US, such as trainings, panel discussions, etc.
8. Represent WISE at various community events and collaborative committees;
9. Support the larger WISE network through periodic meetings and monthly newsletters;
10. Promote a work environment that facilitates hard work, cohesion, and creative solutions to further improve WISE Program and its outputs;

ADDITIONAL QUALIFICATIONS, PREREQUISITE EXPERIENCE, SKILLS, AND QUALITIES:

Candidates for this position should have the following work experiences, skills and qualities:

- Two years program or non-profit experience;
- Advanced degree in relevant field i.e. Islamic and Middle Eastern Studies, Islam and gender studies (preferred);
- Knowledge of Arabic and/or additional relevant languages (preferred)
- Experience working in activism for Muslim women;

475 Riverside Drive, Suite 248, New York, NY 10115

phone: 212.870.2552 • fax: 212.870.2540 • e-mail: info@asmasociety.org • www.asmasociety.org

- Eagerness to work with a diverse spectrum of cultures, nationalities, religions, and ideologies;
- Basic familiarity with budgeting principles and grant writing;
- Technical skills in Microsoft Word, Excel, and Power Point (HTML preferred);
- Online advocacy and social networking experience (preferred);
- Excellent organizational and communication skills (verbal and written);
- Strong interpersonal skills;
- Self-motivated worker and team player;
- Ability to manage multiple tasks/responsibilities in a fast-paced environment;
- Experience working in resource-scare environments;
- Flexibility with working hours in case of urgent deadlines, after work events etc.

SALARY RANGE:

\$38,000 - \$42,000 (plus benefits) per year; commensurate with experience.

HOW TO APPLY:

Qualified applicants should submit a cover letter, brief writing sample (no more than 3 pages) and resume to Ambreen Qureshi at ambreen@asmasociety.org or via fax at 212-870-2540 by **December 20, 2009 at the latest.**