WE ARE HIRING!

Administrative Assistant

The Islamic Society of Greater Houston (ISGH) is the largest Islamic organization in Texas and has been serving a growing Muslim community in the greater Houston area for over 50 years through prayer, programs and practice. We manage 20+ mosques, 6 full-time Islamic Schools, free health clinics, distribute nearly $2 million in Zakat and Sadaqah, and facilitate marriage and funeral services.

- **Job Title:** Administrative Assistant
- **Employment Type:** Full-Time
- **Location:** Headquarters @ 3110 Eastside St - Houston, TX 77098
- **Effective:** Immediately
- **Reports To:** Operations Manager

Qualifications
- High School Diploma or GED
- Computer and MS Applications Working Knowledge (Over 40 WPM typing speed)
- Must be able to read, write and communicate well verbally in English
- Ability to pay attention to detail and work in a fast-paced environment

Essential Responsibilities
- Greets visitors and directs them accurately to staff members.
- Answers, assesses and transfers calls to appropriate departments on a multi-line phone system.
- Responsible for general office organization and filing.
- Responsible for making arrangements and setup for meetings.
- Responsible for typing and distributing excuse letters.
- Responsible for updating the ISGH Mobile App and maintaining various ISGH Calendars.
- Coordinates with ISGH Webmaster regarding postings and updates on ISGH website.
- Prepares, scans and keeps track of Marriage and Shahada Certificates.
- Coordinates activities and appointments with Associate Directors and elected officials.
- Responsible for Preparation of Prison and Dawah Mail.
- Assists with special organizational projects/events on evenings and weekends, as needed.
- Assists the Operations Manager and Executive Director, as needed.
- Responsibilities are subject to change as required by the Operations Manager.

Qualified candidates should send their resumes with a cover letter to jobs@isgh.org