



# WE ARE HIRING!

## Zakat Assistance Administrator/Receptionist

The Islamic Society of Greater Houston (ISGH), an Islamic faith based 501(c)(3) organization has an immediate opening for an Administrator for the Zakat Assistance Office. The position will provide support to the Zakat assistance program staff and clients.

- **Job Title:** Administrator/Receptionist
- **Employment Type:** Hourly Contract
- **Effective:** Immediate
- **Reports To:** Zakat Assistance Case Manager
- **Location:** 10333 Harwin Dr. Suite 245 Houston, TX 77036

### Qualifications

- Proficient with Microsoft Office Applications and Computer Applications--specifically, Excel, Word, and the ISGH online Database.
- Data management on Excel spreadsheet and Excel forms.
- Type a minimum of 40 wpm with accuracy.
- Excellent Communication Skills in English (verbal and written) is Required.
- Bilingual Fluency in Arabic required.
- Awareness of / Connected to the Various Cultural Communities within the Muslim Community is a Plus.
- Experience in Social Services is a plus.

### Essential Responsibilities

- Receptionist responsibilities to greet clients, assist with the application process, and obtain the appropriate documents required for the application.
- Take incoming calls from clients and assist with appointments or information requests.
- Must be able to navigate internet and inhouse databases.
- Must be able to communicate effectively via text, email and phone.
- Responsible for monthly/periodic reporting as needed including grant reporting.
- Responsible for helping qualified clients with available government assistance programs.
- Will be required to communicate with personnel in other ISGH centers as needed.
- Provide ongoing communication with external social services providers and partners.
- Responsibilities are subject to change as required.
- Must be able to type 40 wpm accurately, be able to scan, fax and upload documents.
- Punctuality and excellent attendance is essential.

Qualified candidates should send their resumes to [jobs@isgh.org](mailto:jobs@isgh.org)