



**Position Title:** Remote Administrative Coordinator - 'Aisha Academy Canada

**Department:** National Department of Ta'lim

**Immediate Supervisor:** Principal, 'Aisha Academy Canada

**No. of Positions:** One

## POSITION OVERVIEW

'Aisha Academy provides Islamic and academic education by qualified professional Ahmadi teachers to women and girls. 'Aisha Academy Canada, is looking for qualified and experienced Remote Administrative Coordinator. The Remote Administrative Coordinator will play a pivotal role in coordinating and facilitating the seamless execution of online evening classes at 'Aisha Academy and Girls' Hifzul Qur'an School Canada. This position requires a detail-oriented individual with exceptional organizational skills, strong communication abilities, and a commitment to supporting educational initiatives. The successful candidate will work remotely to ensure efficient administration and communication among instructors, students, and parents for the evening classes.

## RESPONSIBILITIES

- Organize and manage the schedules for online evening classes, ensuring timely coordination between instructors, students, and staff.
- Act as a primary point of contact for instructors, students, and parents, providing timely and clear communication regarding class schedules, updates, and any relevant information.
- Provide technical assistance to instructors and students, ensuring smooth access to online platforms and troubleshooting any issues that may arise during classes.
- Maintain accurate records of student attendance, performance, and other administrative data, utilizing appropriate tools.
- Assist in the managing necessary educational materials, ensuring that instructors and students have access to required resources.
- Collaborate with other administrative staff members to enhance the efficiency of operational processes and provide support for any additional administrative tasks as needed.

## QUALIFICATIONS:

- High School Diploma or College Diploma with a minimum of 1 to 2 years of admin experience is required.
- Excellent written and verbal communication skills and phone manners.
- Demonstrated understanding of the Nizam-e-Jama'at (organizational structure) and knowledge of Islam Ahmadiyyat. Candidates should be in good standing within the Jama'at and in commitment to our religious principles.
- Proficient computer literacy skills, including experience with any educational software.
- Demonstrated commitment to ongoing professional development to stay up-to-date with educational best practices and trends.
- Knowledge of local education regulations and compliance requirements.
- Demonstrated proficiency in the English language, with exceptional written, verbal, and interpersonal communication skills, enabling effective interaction with students, parents, and

staff members.

- In-depth knowledge of teaching methods and legal educational procedures.
- Well-organized with excellent leadership abilities.
- Exceptional interpersonal and presentation skills.

When applying for the position, please include the following:

- [Employment Application Form](#) (Click '[here](#)' to get the Form)
- Resume and Cover Letter
- Names and contact information of at least two recent professional references and one personal reference.
- Vulnerable Sector Check (VSC) is required for this position.** *(This can be submitted within 4 weeks of confirmation of the employment offer).*

Interested Candidates can apply with confidence and a Spirit of Waqf by sending their resume to [apply@aishaacademy.ca](mailto:apply@aishaacademy.ca). 'Aisha Academy Board and National Ta'lim Department prefer to engage those in the Waqf-e-Nau scheme; however, we encourage qualified and interested individuals from all backgrounds to apply. Accommodations are available for applicants with disabilities throughout the recruitment process.

**Job Type:** Part time, Remote, Evening Only.

**Start Date:** This position is set to start in **January 2024**.

**Deadline for applications:** We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews will be conducted on a rolling basis as applications of qualified candidates are received. Please note, successful candidates will be required to submit a current Police Vulnerable Sector Screening Certificate.

**For further information, please contact:**

[talim@ahmadiyya.ca](mailto:talim@ahmadiyya.ca) or [board.chair@aishaacademy.ca](mailto:board.chair@aishaacademy.ca)