



## Media Fellowship Coordinator (Part-Time)

### Description:

The Islamic Scholarship Fund (ISF) is a fast-growing non-profit organization that increases American Muslim representation in media, film, and public policy by awarding merit-based scholarships, film grants, and facilitating internships, fellowships, and mentorship opportunities.

### Position:

We are in search of a part-time Media Fellowship Coordinator responsible for advancing ISF's Media Fellowship. The candidate will work closely with the Program Manager and Executive Director to support the implementation of a media study, build ISF's relationships with media networks, partner with established media organizations and finally launch the Fellowship.

Additionally, the Media Fellowship Coordinator will engage ISF alumni by planning and carrying out programs such as skill shares, writer's groups, and networking events.

### Time Commitment:

- Part-Time: 1-3 days a week
- Remote

### Minimum Qualifications:

- Media and journalism experience
- Existing relationships with key contacts in the media industry.
- Strong critical thinking skills
- Ability to multitask, be efficient, and work under multiple deadlines
- Comfortable with both strategic and hands-on work
- Able to work not only as a leader but also as a hands-on team member responsible for plan execution

### Responsibilities:

- Plans and carries out a new media study and the Media Fellowship.
- Supports new and existing ISF media programs.
- Supports marketing & outreach efforts of ISF's media programs to ensure that all eligible applicants are aware of its opportunities.
- Cultivate relationships with media media outlets, and media executives and journalists who bring about impactful results.

**Compensation:** \$25-\$35 hourly.

### To Apply:

- Please send resume and cover letter to [Talent@islamicscholarshipfund.org](mailto:Talent@islamicscholarshipfund.org) add email subject line: Media Fellowship Coordinator
- No calls, please.