

**Job Title:** Program Coordinator

**Location:** Hybrid - Bay Area, CA preferred

**Organization:** Islamic Scholarship Fund (ISF)

## **About ISF**

ISF amplifies Muslim voices by supporting the next generation of leaders in **media, film, public interest law, and policy** through **scholarships, internships, fellowships, and career development in media, film, policy, and public interest law.**

## **Job Summary**

The Program Coordinator will work with ISF's program team and play a vital role in supporting ISF's programmatic initiatives, ensuring seamless execution of its scholarship, internship, fellowship, and career development programs. This position requires a detail-oriented and highly organized individual who can prioritize deadlines to manage program logistics, coordinate communications, and support program staff, judges, and applicants/recipients throughout their ISF journey. The ideal candidate is passionate about ISF's mission and thrives in a fast-paced, collaborative environment.

## **Key Responsibilities**

### **Program Administration & Logistics**

- Set up and maintain online application portals for all ISF programs.
- Coordinate scheduling for application review processes and interviews.
- Ensure timely communication with applicants, recipients, and program participants.
- Maintain accurate records of applicants and recipients and support data management efforts.

### **Program Communications & Outreach**

- Prepare program announcement emails and application launch materials.
- Ensure selected recipients are featured on ISF's website and promotional materials.
- Answer program-related inquiries from applicants, recipients, and partners.
- Assist in developing program-related marketing material, social media updates, and impact stories.

### **Recipient & Partner Support**

- Collect necessary information from recipients for disbursements and payments.
- When needed serve as a point of contact for ISF scholars, fellows, and interns, providing ongoing support.

### **Reporting & Data Management**

- Track and compile program statistics and impact metrics.
- Assist in preparing reports for internal use, funders, and key stakeholders.
- Work with the team to improve and streamline program processes.

### **Qualifications**

- Bachelor's degree in a relevant field.
- Minimum of 3 years experience in program coordination, nonprofit operations, or related roles.
- Strong proficiency in Google Workspace (Docs, Sheets, Forms) and familiarity with CRM systems.
- Excellent organizational, communication, and time-management skills.
- Detail-oriented with the ability to manage multiple tasks and deadlines.
- Passion for ISF's mission and values.
- Applicants must reside in the U.S. and have legal authorization to work in the U.S.

### **The Ideal Candidate**

- Is highly organized and detail-oriented.
- Has strong problem-solving and analytical skills.
- Has a collaborative and team-oriented mindset.
- Has the ability to work independently and take initiative.

### **Compensation & Benefits**

- **Salary range:** \$60,000–\$70,000, commensurate with experience and qualifications.
- **Benefits package:** Health insurance, retirement contributions, technology stipend, ten paid holidays, 12 vacation days, 5 sick leave days, and two weeks of paid maternity/paternity leave. Vacation time increases over the years.

### **Application Process**

Interested candidates should submit their resume and a brief writing sample to [talent@IslamicScholarshipFund.org](mailto:talent@IslamicScholarshipFund.org). Please note that no phone calls will be accepted.

Join ISF and contribute to empowering the next generation of Muslim leaders!