



Media Programs Contractor Scope of Work

Description:

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

Position:

The Islamic Scholarship Fund (ISF) is seeking a dynamic and organized Part-Time Media Programs Contractor to support the continued growth and impact of its Media Program, which aims to advance the careers of Muslim journalists and media professionals. This role will work closely with the Program Advisor to strengthen a national community of ISF media alumni and Muslim journalists, expand professional development opportunities, and help lay the groundwork for new pilot initiatives, including a reporting fund and job placement partnership. The ideal candidate is passionate about equity in journalism and skilled at building systems, coordinating programs, and engaging with community members. The Contractor will be a core collaborator in advancing ISF's work to improve the quality of news media about Muslims by resourcing journalists to pursue successful careers in journalism.

This role has the potential to become a full-time employee in the future, and we are looking for candidates who would be interested in growing with ISF if successful.

Time Commitment:

- 12-15 hours a week from May to December 2025 with potential for extension. Remote.

Key Responsibilities:

- Supporting biannual Media Council meetings and monthly office hours for ISF's media community;
- Managing application processes for scholarships, fellowships, and Bridge programs
- Conducting research to inform future program design
- Identifying mentorship opportunities



- Plan virtual and in-person events to foster community and support networking
- Liaising with partner organizations
- Tracking applications and providing ongoing support to recipients
- Mapping the media ecosystem to identify resources that support journalists of color

Minimum Qualifications:

- 3-5 years of relevant experience in program coordination, journalism/media, nonprofit administration, or related fields
- Excellent organizational and time-management skills
- Strong interpersonal, written, and verbal communication abilities
- Experience with Google Workspace and online tools for project management and event coordination
- Ability to work independently and collaboratively in a remote team setting
- Ability to multitask, be efficient, and work under multiple deadlines
- Comfortable with both strategic and hands-on work
- Experience working with or alongside Muslim communities or Muslim-identifying professionals

Desired Qualifications:

- Familiarity with the journalism/media ecosystem, especially organizations focused on equity or supporting journalists of color
- Experience coordinating application or selection processes (e.g., fellowships, grants, scholarships)
- Experience facilitating community spaces or events, online and/or in-person
- Research skills related to funding opportunities or professional development

Compensation:

\$40-\$50 per hour. Pay commensurate with experience.

To Apply:

- Please send PDFs of resume and a cover letter to talent@islamicscholarshipfund.org, with Subject Line: "Contractor Application - [First Name Last Name]"
- No calls, please.