



Media Programs Contractor Scope of Work

Description:

The Islamic Scholarship Fund (ISF) is seeking a **Media Programs Lead** to spearhead the continued growth and impact of its media programs, which advance the careers of Muslim journalists and media professionals. This role will oversee program strategy, alumni engagement, and professional development opportunities.

The Media Lead will work closely with ISF leadership and advisors, serving as the primary driver of program execution and community-building. The ideal candidate is passionate about equity in journalism, has strong experience in media or program management, and thrives in both visionary and hands-on work.

This role has the potential to grow into a full-time senior staff position, and we are seeking candidates interested in scaling with ISF's mission.

Time Commitment

15-20 hours a week with potential for extension. Remote.

Key Responsibilities

- Lead the planning and facilitation of biannual Media Council meetings
- Host monthly office hours for ISF's media community.
- Oversee application cycles for the media programs including the ISF Journalism Fellowship and Bridge programs.
- Design and execute professional development and mentorship opportunities for journalists who focus on Muslim stories.
- Plan and manage virtual and in-person events to foster community and networking among ISF alums with the Media Coordinator.
- Cultivate and maintain partnerships with newsrooms, media organizations, funders, and equity-focused networks.
- Track, evaluate, and report on program outcomes to strengthen impact and visibility.
- Conduct landscape research to inform program design, pilot initiatives, and ecosystem mapping.

- Serve as a central resource and connector for ISF media alums and journalists nationwide.

Minimum Qualifications

- 8+ years of relevant experience in journalism/media, nonprofit program management, or related fields.
- Direct experience working in journalism, media equity, or press freedom organizations.
- Strong leadership, organizational, and time-management skills.
- Proven track record in community engagement or program development.
- Excellent written, verbal, and interpersonal communication abilities.
- Proficiency with Google Workspace and online tools for project management and events.
- Ability to balance strategic vision with hands-on execution in a fast-paced environment.
- Familiarity with Muslim communities or experience supporting journalists of color.

Desired Qualifications

- Background in designing or managing fellowship, grant, or scholarship programs.
- Experience cultivating partnerships and representing organizations externally.
- Event facilitation experience (both online and in-person).
- Research skills related to funding, professional development, or journalism initiatives.

Compensation

\$45–\$55 per hour. Pay commensurate with experience.

To Apply

- Please send PDFs of your resume and a cover letter to talent@islamicsscholarshipfund.org, with Subject Line: “Media Lead Application – [First Name Last Name]”
- No calls, please.