



Policy Programs Coordinator (part-time 15-20 hours per week, \$25-30/hr, contractor/1099)

Key Responsibilities: Manages and advances ISF's policy programs through coordinated operational support, participant engagement, and strategic communications.

Program Support & Coordination

- Oversee logistical planning for policy program orientations, trainings, mentorship sessions, and events, ensuring each is executed on schedule and aligned with program goals.
- In coordination with the Policy Program lead, establish and maintain accurate, up-to-date records of participant information, partner offices, and measurable program outcomes.

Alums & Participant Engagement

- Serve as the primary point of contact for program participants and alums, providing timely, substantive responses to inquiries and proactively ensuring their continued support needs are met.
- Coordinate alum networking events, professional development sessions, and structured mentorship pairings that strengthen the ISF community.
- In coordination with the Policy Program lead, systematically track alum career trajectories and document their contributions to public service sectors to inform program evaluation.

Administrative Support

- Schedule and actively facilitate meetings, trainings, and interviews, ensuring clear agendas, follow-through, and accurate documentation.
- Lead the preparation of reports, presentations, and program communications that clearly convey program impact to internal and external audiences.
- Manage stakeholder calendars and coordinate logistics across applicants, alums, and partner offices to ensure seamless communication and scheduling.

Communications & Outreach

- Draft compelling email correspondence, newsletters, and assist in social media content that accurately represents policy programs and drives meaningful engagement.
- In coordination with the Policy Program lead, cultivate and sustain partnerships with congressional offices, nonprofits, and advocacy organizations to expand program reach and credibility.
- Conduct targeted research to identify new fellowship placement opportunities and priority areas for program growth and impact.

If you are interested in applying, please email your resume and cover letter to isfpolicy@islamicscholarshipfund.org with the subject line: Policy Programs Coordinator