



Al-Rahmah Quran Academy

www.alrahmahquranacademy.org | quranacademy@alrahmah.org | 410.747.4869



Job Announcement

Al-Rahmah Quran Academy (AQA) Administrative Assistant

Do you enjoy working with people in a dynamic religious setting?
Are you organized and motivated to help others stay on top of milestones and deadlines?

If so, we are looking for someone like you to join our team at AQA at the Islamic Society of Baltimore (ISB).

We are seeking an Administrative Assistant to help us coordinate office management tasks and keep AQA running like a well-oiled machine. You will be joining a team of hard-working staff who provide religious services to our community. We strive to foster an environment of collaboration and respect for all. As a team member, you will contribute to the day-to-day operations of the AQA.

Job Responsibilities

- Provide administrative support to ensure efficient operation of AQA
- Lead the Registration process for various AQA programs
- Provide direct administrative support to the resident scholars, including email correspondence, and generation and distribution of memos, letters, spreadsheets, forms, and faxes
- Answer phone calls and direct calls to appropriate parties or take messages
- Plan, organize, and schedule AQA meetings/classes occurring in the office, offsite, and via video conference
- Schedule meetings for parents with staff including parent teacher conferences
- Review scholarship/financial aid requests from students and facilitate appropriate aid amount in coordination with the department lead
- Coordinate with ISB Billing department to setup fees for student accounts
- Review monthly financial report of student fee payments and contact students with delinquent accounts
- Perform general office duties such as ordering supplies or books, records management, and other essential bookkeeping work

Education and Experience Requirements

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Are proficient in MS Office Software (MS Word, PowerPoint, Excel)
- Are able to prioritize and manage numerous tasks
- Can lead administrative tasks independently and foresee future tasks
- Can demonstrate that you are fully vaccinated against COVID-19. To ensure the safety and well-being of the community, AQA has established a policy requiring that all staff be vaccinated against COVID-19. All staff members must provide proof of full vaccination or have an approved medical or religious accommodation by their start date

Send your resume to QA-jobs@alrahmah.org