

# **Imam/Muslim Religious Leader**

**Title:** Imam/Muslim Religious Leader

**Job Type:** Full-time, long-term position

**Location:** 401 Washington Avenue, Carnegie, PA 15106

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## **About Us**

Established in 1995, Attawheed Islamic Center (AIC) is a diverse and fast-growing community of several hundred Muslim families. AIC is located 5 miles southwest of Downtown Pittsburgh and 13 miles from the Pittsburgh International Airport. AIC serves the Borough of Carnegie and several nearby Muslim communities of Greater Pittsburgh. Additional detailed information is available at [www.attawheed.org](http://www.attawheed.org).

## **Job Description**

AIC is seeking an energetic candidate for the position of Imam/Muslim Religious Leader. In addition to leading the community in daily prayers, the Imam assumes a pivotal leadership role in the organization; fulfilling the spiritual and social needs of the community, providing community support through various programs and activities, being active with the youth to navigate them through current issues, engaging in community building, leading and teaching the community on the Minhaj Ahlu-Sunnah wa Jamah and in accordance with the commands of Allah (subhanahu wa ta'ala) and following the Sunnah of Prophet Muhammad (peace be upon him).

## **Essential Duties and Responsibilities**

- Lead daily prayers (audible prayers mandatory)
- Deliver Friday Khutbah, lead Janazah prayers, Taraweeh prayers, Eid prayers, etc.
- Coordinate unattended prayers with designated leaders
- Conduct halaqas, Quran classes, Seerah classes, Quran Hifz programs, etc.
- Provide assistance with Sunday school program for young children
- Develop and implement successful youth-focused programs
- Conduct marriage (Nikah) ceremonies
- Support existing AIC committees (Dawah, Shura, youth, outreach, etc.)
- Assist the fundraising committee with AIC projects and programs, including travel to other communities, as necessary
- Establish office hours at AIC to address community questions and needs

### **Required Qualifications**

- Bachelor's degree in Islamic Studies or equivalent (i.e., Ijazah) from a reputable/accredited Islamic academic institution and/or reputable Scholars
- Manhaj of Ahlu-Sunnah wa Jamah
- Excellent command of Quranic Tajweed
- Excellent knowledge of written and spoken Arabic
- Fluent in English (reading, writing, and speaking)
- Excellent communication and public speaking skills
- Authorized to work in the US (US citizenship or a green card holder). No sponsorship will be provided
- Pass employee background check

### **Preferred Qualifications**

- Hafiz of Quran
- Experience in establishing and conducting successful programs for the youth
- Experience in dealing with modern social issues
- Previous experience as an Imam/Religious Leader a plus
- Higher degree in Islamic Studies or equivalent (i.e., Ijazah) from a reputable/accredited Islamic academic institution and/or reputable Scholars

### **Compensation and Benefits**

Full-time, long-term salaried position is competitive to reflect the Imam's duties and when compared to national averages and with cost of living in Pittsburgh. Along with base salary, the compensation package includes:

- Relocation expenses
- Health, dental, and vision insurance
- Paid time off
- 401k Retirement plan

### **Application Submission and Review Process**

Qualified candidates are requested to submit the following:

- Cover letter in English and PDF format
- Relevant links to online lectures, Khutbahs and Quran recitation by the candidate
- Resume/CV in English and PDF format
- Contact information of (3) references that we can reach out to
- One to two page statement reflecting the candidate's vision for the community, method of engaging with the youth, candidate's philosophy, strategy, and plan for delivery of services
- Submit to AIC Board of Directors at [board@attawheed.org](mailto:board@attawheed.org)

Preferred candidates will be invited to visit AIC for a multi-day interview. This will allow for opportunities to interact with the community, deliver the Friday Khutbah, a series of lectures, and to understand the area's resources, and needs.