



MAC Islamic School
Edmonton



MAC Islamic Elementary: 11342 - 127 Street, Edmonton, AB, T5M 0T8 Phone: 780-453-2220

MAC Islamic Jr./Sr. High: 12325 - 140 Street, Edmonton, AB, T5L 2C9 Phone: 587-635-5437

<https://schools.macnet.ca/edmontonmacislamicschool/> Email: office@macislamicschool.com

JSOffice@macislamicschool.com

Join the Team: We're Hiring!

Position: Fundraising / Marketing Coordinator

Location: MAC Islamic School, 11342-127 St., Edmonton, AB

Status: Part-time

Additional Information:

The Muslim Association of Canada (MAC) is a nationally incorporated charity with chapters in 13 cities across Canada. MAC Islamic School is looking for a dynamic and self-motivated office coordinator. The position consists of a variety of administrative and clerical duties as well as other necessary tasks associated with the daily operations of the school. MAC Islamic School offers unique opportunities for professional development and promotions as well as a pleasant work environment.

MAC Islamic School (MIS) is looking for a highly motivated and enthusiastic individual to lead a fundraising and marketing campaign for the school.

Key Responsibilities:

- Create and implement a strategic marketing plan geared towards student enrolment, staff attraction, fundraising and expansion based on the vision and mission of MIS
- Work closely with school admin team and other community stakeholders

Qualifications & Personal Qualities:

- Post secondary education in business and/or marketing or other related degree
- Experience with fundraising and community engagement is an asset
- Working knowledge of Microsoft Word, Excel, Powerpoint necessary
- Strong written and oral communication skills needed
- An ability to think strategically and to plan effectively.
- Outstanding interpersonal skills.
- An ability to work independently as well as collegially.
- A thorough knowledge of contemporary marketing methods including an ability to utilise modern technologies effectively.
- Good organizational and management skills.

This position will report directly to the School Management Board.

Salary to be determined based on experience and education.

Please forward resumes along with a cover letter to careers@macislamicschool.com.

We thank all applicants for their interest but only successful candidates will be contacted for the interview process.