

NWICC Administrative & Operations Coordinator

Position Type: Temporary / Part-Time

Duration: 8 Weeks

Hours: 10–15 hours per week

Reports To: NWICC Board / Designated Board Representative

POSITION OVERVIEW

NWICC is seeking an organized, trustworthy, and experienced Administrative & Operations Coordinator for an eight-week assignment. The Coordinator will support day-to-day administration, organize key systems and processes, and establish clear procedures and handoffs for ongoing responsibilities.

KEY RESPONSIBILITIES

1. Google Workspace, IT & Digital Administration

- Review and organize Google Workspace accounts, shared files, permissions, and access.
- Ensure important accounts and files have appropriate backup and recovery.
- Organize key NWICC digital files and shared documents.
- Manage access and credentials as staff, volunteer, and Board responsibilities change.
- Support basic IT, security, and account-access needs.

2. Administrative Systems & Documentation

- Document important recurring tasks and procedures.
- Establish clear ownership and backup coverage for key responsibilities.
- Identify simple ways to reduce repetitive administrative work.
- Maintain organized records of pending tasks and follow-ups.
- Provide a clear handoff of processes and open items at the end of the assignment.

3. After-School Madrasah / Hifdh School

- Manage enrollment and registration through Mohid.
- Monitor payments and assist with monthly audits and reconciliation.
- Coordinate scheduling and administration with Br. Sohail.
- Maintain organized student, enrollment, and payment records.

4. Facility, Scheduling & Access Management

- Manage door access and credentials.
- Coordinate facility rentals and scheduling.
- Maintain organized calendars for facility use and programs.
- Assist with Eid venue search, booking, and coordination.

5. Staff & Volunteer Support

- Assist with staff and volunteer onboarding.
- Coordinate necessary accounts, forms, access, and credentials.
- Update or remove access when responsibilities change.

QUALIFICATIONS & EXPERIENCE

- Previous administrative and professional experience.
- Experience with nonprofit and/or faith-based organizations preferred.
- Strong scheduling, organization, and task-management skills.
- Working knowledge of Google Workspace and general IT and security systems.
- Strong written, email, digital, and in-person communication skills.
- Ability to work independently and within a small team.
- Trustworthy, reliable, professional, and able to maintain confidentiality.

EIGHT-WEEK EXPECTATIONS

The Coordinator should leave NWICC with better-organized administrative systems, documented procedures, clearly assigned responsibilities, appropriate backup coverage, and a clear handoff of outstanding items and next steps.

REFERENCES

Applicants should provide two references who can speak to their professionalism, reliability, trustworthiness, and ability to work effectively with a team.