



JOIN OUR TEAM!

Role: Toronto Quran Exhibition (TQE) Coordinator

Job Summary

We are seeking a highly organized and motivated individual to coordinate the Toronto Quran Exhibition (TQE) events. The successful candidate will be responsible for planning, organizing, and executing the TQE events, which aim to promote unity, understanding, and appreciation of the Quran among Muslims of all sects and ethnic backgrounds.

Key Responsibilities

****Planning and Organization****

1. Research and review past TQE events, including fliers, posters, pictures, and reports.
2. Gather a team of 5-7 youths who share a passion for the Quran and are willing to volunteer for the TQE events.
3. Contact local Islamic centers and masajid to arrange TQE events at their locations.
4. Decide on the number of exhibitions to organize during Islamic months from Rajab to Shawwal.
5. Prepare a budget based on the number of exhibitions per year.

****Marketing and Promotion****

1. Recruit a volunteer to design fliers, posters, and social media materials for the events.
2. Promote the events through social media, blog articles, email newsletters, local newspapers, radio stations, and online event calendars.

****Logistics and Operations****

1. Procure missing Quran translations to add to the exhibition collection.
2. Secure sponsorship from Muslim businesses and ensure their names are added to promotional materials.
3. Negotiate with venues to obtain exhibition sites at no cost.
4. Coordinate logistics, including scheduling and supporting volunteers, transporting exhibits, and arranging equipment and materials.

****Program Development****

1. Invite scholars or experts to deliver talks, workshops, or lectures during the exhibition.
2. Develop a short documentary showcasing the exhibition and its features.

****Evaluation and Improvement****

1. Develop a survey or feedback mechanism to assess event success and identify areas for improvement.
2. Explore ways to continuously improve the TQE events, including feedback from participants and volunteers.

****Partnerships and Fundraising****

1. Collaborate with local Islamic centers, schools, universities, or organizations to enhance outreach.
2. Raise funds through the ALI website and emails to cover the total budget.

Requirements

1. Strong organizational and communication skills.
2. Ability to work independently and as part of a team.
3. Familiarity with Islamic events and cultural sensitivities.
4. Experience with event planning, marketing, and logistics.
5. Strong attention to detail and ability to multitask.

Working Conditions

1. This is a contract position.
2. Work will be performed on-site at the exhibition location.
3. Some evening and weekend work may be required.

How to Apply

If you are a motivated and organized individual with experience in event planning, please submit your application, including your resume and a cover letter, to HUSSEIN SAJJAD HUSSEIN BY EMAIL AT: hussain@ghadeermarketing.com by 31 January 2025.