



Sisters Program Lead – IALFM

Position Title: Sisters Program Lead

Type: Role Based

Role Overview

The Sisters Program Lead is responsible for planning and leading activities that support the social, spiritual, and educational growth of the women and girls in our community.

High-Level Objective:

To actively engage and connect sisters of all age groups with the masjid by creating meaningful programs, fostering a sense of belonging, and strengthening community bonds.

Key Responsibilities

- **Program Planning & Execution:**
 - Organize and lead **weekly youth meet-ups** (focused in the Nur Lounge).
 - Coordinate **monthly events** for Children, Adult women and/or Senior sisters
 - Note: Events for various age groups may be merged as appropriate.
- **Presence & Support:**
 - Make best effort to attend **Jumu'ah prayers** and major masjid events (like BBQs and potlucks) to stay connected with the wider community.
 - Plan and facilitate **youth girls' activities** including:
 - Educational or spiritual halaqas
 - Service projects
 - Recreational outings
 - Collaborate Board, Committees and Religious Director to ensure program alignment.
 - Promote an inclusive, respectful, and spiritually uplifting environment for all sisters.

Time Commitment & Expected Hours:

Activity	Estimated Monthly Hours	In person	Remote
Weekly Youth Meetups	3-6 hrs each session (30 hrs)	20 hrs	10 hrs
Monthly Sisters' Event	20 hours (including planning and execution)	4 hrs	16 hrs
Monthly Kids' Activity	20 hours (including planning and execution)	4 hrs	16 hrs
Ad-Hoc or Unplanned Engagements	Up to 20 hours	4 hrs	16 hrs

Total Estimated Commitment | Approximately 80-90 hours per month