

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>MM Madinah Administrator</b>
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<b>Objectives:</b>
To effectively administer and execute activities as well as looking after the centre and its facilities to ensure that it is accessible and welcoming to all.

<b>Reporting To:</b>
This position requires direct reporting to: <ul style="list-style-type: none"> <li>• Madinah Operations Manager</li> <li>• Madinah Education Coordinators</li> <li>• Madinah Events Coordinator</li> <li>• Madinah Volunteer Coordinator</li> </ul>

<b>Key Responsibilities:</b>
The duties listed below are core duties. Other duties might arise from time to time as circumstances dictate. <ul style="list-style-type: none"> <li>➤ Scheduling/rostering events and classes to ensure the Madinah is active at all times</li> <li>➤ Organise the operational, supply, and logistical requirements for all events.</li> <li>➤ Assist with the operations during the actual event.</li> <li>➤ Ensure the Madinah is regularly maintained (clean,safe etc.)</li> <li>➤ Facilitating MM events at the Madinah</li> <li>➤ Promoting activities executed from the Madinah</li> <li>➤ Assist with enquiries at the Madinah and obtain feedback from events</li> <li>➤ Maintain a database of all students, teachers and attendees at events executed at the Madinah.</li> </ul>

<b>Estimated Working Hours Per Week</b>
Will vary considerably depending upon the event.

**Caution**

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