



Muslim Americans in Public Service
Operations Committee

BACKGROUND:

MAPS's mission is to support the career, workplace, and community development of Muslim American public servants and serve as a catalyst, resource, and force multiplier for the associations that represent and support them. MAPS aims to expand and harness the rich, collective contributions of Muslim Americans across public service sectors to build a more just and equitable United States.

The Operations Committee helps review, analyze, and evaluate organizational procedures and implements policies and procedures that will improve day-to-day operations. This committee also helps plan and host in-person and virtual events throughout the year, including annual Ramadan networking Iftars, networking events, and MAPS panels at partner conferences.

SUMMARY OF ESSENTIAL DUTIES:

- Support facilitate, develop, operationalize, and coordinate the technological and human capital resources, including MAPS Board specialists and consultants, necessary to effectively support the organization and its mission.
- Help plan and host MAPS' in-person and virtual events as determined by the Board

DESIRABLE QUALIFICATIONS:

- Independent worker who is eager to learn and will take initiative
- Experience in nonprofit management, business operations or event planning preferred
- Desire to gain hands-on experience in supporting operations and community development with MAPS leadership.

TIMING / HOURS:

- Immediately through August 2024 (flexible end date) 10 Hrs/Month
- Nontraditional hours are welcome (early morning, nights, and weekends)
- This will most often be remote, though there is a preference for in-person support around events

HOW TO APPLY:

- Email Resume/CV to **Jalal Maqableh**, Operations Director, at operations@mapsnational.org