



الجمعية الإسلامية – واكاتو  
**WAIKATO MUSLIM ASSOCIATION (INC).**

## **Job Opportunity: Part-Time Administrative Assistant**

Location: Waikato Muslim Association (WMA), Hamilton

Start Date: Immediate

Application Deadline: Friday 18th July 2025, 5:00 PM

### **About the Role**

The Waikato Muslim Association (WMA) is seeking a dedicated and reliable Part-Time Administrative Assistant to support the day-to-day operations of WMA, WISE Madrassah, and FIANZ Bait-ul-Maal. This is a dynamic, community-facing role that offers a unique opportunity to make a meaningful contribution to the spiritual and social well-being of the Muslim community in the Waikato region.

The successful applicant will work closely with the Executive Committee, Imams, teachers, and other stakeholders to ensure the smooth administration of our community services and programs.

### **Key Responsibilities**

- Serve as the primary administrative contact for WMA, WISE Madrassah, and FIANZ Bait-ul-Maal
- Maintain accurate digital and physical records, including data, receipts, and correspondence
- Manage email correspondence and community inquiries in a professional and timely manner
- Create and distribute newsletters, announcements, and promotional materials using Canva or equivalent
- Maintain and update official social media platforms and the WMA website
- Support event coordination, volunteer scheduling, and venue bookings for WMA events
- Be part of the Jummah Khatib Roster, as per rotation and availability
- Ensure all communication, media, and activities align with Islamic values and community expectations
- Attend meetings and take minutes as required

## Key Skills & Attributes


- Administrative Expertise: Prior experience in office administration, preferably in a community or non-profit setting
- Technical Proficiency: Comfortable using Microsoft Word, Excel, Publisher, Google Workspace, and cloud-based tools
- Digital Communication: Able to manage social media channels (Facebook, Instagram) and website updates
- Organisational Skills: Strong attention to detail and ability to manage multiple tasks independently
- Communication Skills: Friendly, respectful, and professional written and verbal communication
- Cultural Sensitivity: A strong understanding of and respect for Islamic values, practices, and etiquette
- Creativity: Ability to contribute ideas for improving engagement, communication, and efficiency
- Team Player: Willingness to work collaboratively, including availability for evening or weekend events as needed

## Why Join Us?

- Make a tangible impact in serving and strengthening the Muslim community
- Gain valuable experience working across multiple community initiatives
- Flexible hours with meaningful responsibilities
- A supportive and spiritually fulfilling work environment

## How to Apply

Please submit a **comprehensive CV** and a brief **cover letter** outlining your suitability for the role to:

The Secretary  
Waikato Muslim Association  
 wma@xtra.co.nz

Applications close **Friday 18 July 2025 at 5:00 PM**

Early applications are encouraged. Shortlisted candidates will be contacted for an interview.