



Position Title: Live Events Coordinator

Status: P/T hourly

Remuneration: Starting \$15/hr

Employment start: ASAP

Location: Remote

Job Summary:

Bayyinah is the brainchild of Nouman Ali Khan, a trailblazing pioneer who revolutionized the study of the Arabic language. Our approach to making the Qur'an accessible is unique to the industry. Utilizing new technologies and innovative video series redefines the way Arabic and Qur'an are taught. The Live Events Coordinator is responsible for overseeing all aspects of the event planning process. Their responsibilities include meeting with potential venues and working alongside staff to ensure the completion of a successful event!

Roles & Responsibilities:

- Support our team by solidifying the details involved with events in our pipeline.
- Communicate with our Directors and staff to ensure they have what they need to succeed
- Work with vendors to update quotes as needed
- Provide logistics coordination and administrative support to our staff and vendors
- Minimum of 1 years in Live Event and/or virtual production
- Proficient with Microsoft's Office suite
- Independent work ethic
- Kind and considerate mindset
- This is a part-time remote/ work from home position, but our ideal candidate will still bring their passion and excitement to their work.

Requirements:

- Knowledge of venue booking procedures preferred
- Excellent communication skills
- Excellent project management skills
- Flexibility – ability to multitask, interact with diverse entities
- Teamwork – ability to work across various departments
- Excellent organizational skills
- Excellent self-motivational skills
- Ability to work in a fast-paced environment
- Ability to oversee events and interact with diverse and disparate personalities
- Ability to establish working relationships with people at all levels
- Ability to identify problems and seek solutions
- Knowledge of Microsoft Outlook, Word, PowerPoint and Excel

Additional Requirements:

- Availability to work nights and weekends.
- Flexible scheduling week to week.

Interested parties should send their resume and cover letter to hr@bayyinah.com.