

 **Volunteer Opportunity:** Communications & Marketing Team (ICF & MZ)
Organization: Islamic Center of Fremont (ICF) **Location:** Fremont, California
Job Type: ~8 hours per week (based on needs & events)

We are forming a small team of 4–5 dedicated brothers and sisters to help with Communications & Marketing for ICF and MZ.

 **Team Roles:**

1. Content Creators
 - a. Capture highlights from programs and events
 - b. Write engaging posts for social media and newsletters
 - c. Keep the community updated regularly
2. Program Coordinators
 - a. Work with all program leads to gather event details, schedules, and photos
 - b. Ensure weekly updates are collected and shared on time
 - c. Maintain communication across ILM Academy, Darul Uloom, Scouts, Maktab, Sunday School, Barakah Social Wing, and others
3. Flyer & Branding Designers
 - a. Create professional flyers, posters, and reels using Canva, CapCut, AI tools
 - b. Maintain a consistent branding style for ICF and MZ
 - c. Assist with video content and visual identity

 **What you'll do overall:**

- * Post updates on WhatsApp, Instagram, and email newsletters
- * Highlight events, classes, and community activities
- * Strengthen communication and engagement across both masjid

 **Time: About 8+ hours per week, flexible**

If you're interested in supporting your masjid and helping keep the community informed and engaged, please send an email to communications@icfbayarea.com

May Allah reward your efforts! 