

Position Title: Cemetery Development Manager

Job Identification

Primary Location: Al Rashid Mosque and Edmonton Muslim Cemetery

Department/Entity: Islamic Funeral Society

Reports to: Board of Directors of Islamic Funeral Society

Salary: Competitive based on experience

Status: (Hours may vary depending on season and workload)

Job Summary:

- Manages the maintenance of cemetery grounds by supervising the operations, coordinating activities, inspecting grounds, ensuring conformance to standards, rules and regulations, supervising work performed by outside agencies.

Job Description:

- Look after all licensing with Regulatory board, Cemetery Act and City of Edmonton
- Managing all aspects of burials, this may include and not limited to ground preparation, transportation, traffic patrol. Work with third parties as needed.
- Follow up with Funeral society volunteers and staff in debriefing, provide training, host annual workshops and cemetery cleanup days open to the community.
- Document all activities and incidents and follow up with resolutions.
- Document all inventory and supplies for Cemetery
- Assist with installing monuments.
- Work with cemetery maintenance to keep the cemetery clean and progress with landscaping and plans.
- Collaborate with the accounting department and Al Rashid Staff for proper Registrar.
- Look after vehicle registration and mechanical issues for funeral cars.
- Small administrative tasks such as drafting correspondence, procedures, reports, memos, and filing.

Job Specifications:

- Minimum of two years in construction or program management experience
- Valid driver's License and Up-to-date police check
- Familiar with computer skills: MS soft.
- Organized, goal-oriented, with excellent presentation and customer service skills
- Fluent in English and aware of Islamic etiquettes

Additional Information:

- Arrange Seasonal Landscaping at Cemetery. Grass/weed control, Snow Removal,