

**Al-Bustan Seeds of Culture**  
**Program Assistant**  
**Haverford House Fellow**

**Mission**

Based in West Philadelphia, Al-Bustan Seeds of Culture is a non-profit organization dedicated to presenting and teaching the Arabic language, arts, and culture.

“Al-Bustan,” Arabic for “The Garden,” offers structured exposure to the language, art, architecture, music, dance, literature, and natural environment of the Arab world. Al-Bustan strives to promote understanding and respect among youth and adults of all ethnic, religious, and socio-economic backgrounds as well as within the diverse community of Arab-Americans. Within a welcoming educational environment, Al-Bustan supports the Arab-American community’s pursuit and affirmation of its cultural identity, while playing a constructive civic role within broader American society.

**Testimonial**

*I have been participating in Al-Bustan Seeds of Culture for about a year and it is the most effective and creative cultural organization that I could imagine. The Al-Bustan Seeds of Culture organization is dedicated to bridging gaps between cultures and allowing anyone, regardless of age, gender, religious or cultural backgrounds to enjoy Arab culture whether it be through music, art, literature, science, history, etc. Not so many groups are able to encompass such a broad range of participants. Their mission is a rare one and definitely very significant in this community. With this organization, I have been able to connect with my Middle Eastern heritage, something I rarely get the chance to do here. I have been able to pursue my passion of Arabic music as well with some of the best musicians I have ever worked with, while really feeling included in the Al-Bustan community. . .The organization makes Arab culture accessible and interesting to young children, adults, students and just about anyone who has the curiosity. Al-Bustan Seeds of Culture has been doing wonderful work and continues to be one of the leading organizations in exposing Arab culture in Philadelphia and I believe, the country.*

- as noted on [www.GreatNonProfits.org](http://www.GreatNonProfits.org) by a post-high school student who was a member of the Philadelphia Arab Music Ensemble and counselor at Al-Bustan Camp

**Job Description**

The Program Assistant will be an integral member of the Al-Bustan team by supporting all ongoing school and community-based programs. Primary responsibilities include but are not limited to:

- Assisting in the management of Al-Bustan’s arts programs at Philadelphia public schools, and establishing ongoing exchange between students, their parents, school administrators, and Al-Bustan staff/volunteers
- Assisting in the management of Al-Bustan’s community-based programs (weekly music ensemble classes, Al-Bustan Camp, and weekend language and arts program), and working as senior counselor at camp and teaching assistant in classes and workshops throughout the school year
- Providing administrative support for presenting Al-Bustan’s Arab Music Concert Series, including recruiting volunteers for each event
- Preparing presentations about Al-Bustan and Arab arts/culture and undertaking various outreach efforts
- Assisting in fundraising efforts with mailings and other administrative tasks
- Managing and maintaining Filemaker Pro Database to track and analyze donors, participants, attendees

**Qualifications and Skills**

An interest in Arab arts, culture, and language is required. Some background in the field of education, arts, history, or anthropology is preferred. Working knowledge of Arabic language is preferred. Proficiency in Microsoft Word and Excel is required. Excellent writing, speaking, and interpersonal communication skills.

**Supervisor/Contact Information:**

Program Assistant will report directly to the Executive Director, Hazami Sayed, and will work with a team of teachers, artists, and teaching artists.

**Al-Bustan Seeds of Culture**

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