



**The Inayati Order**

A Sufi Path of Spiritual Liberty

# **ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION**

*POSITION BEGINS OCTOBER 2017*

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## **OVERVIEW**

The Inayati Order, a faith-based nonprofit with members worldwide, is pleased to announce an open position – Administrative Assistant. This position assists with a variety of daily tasks and projects helping serve a constituency of spiritual seekers and students worldwide.

Primary activities include staffing our reception area; serving as the primary contact for incoming visitors, phone calls and emails; registering people for events; overseeing a small store on-site and online; managing our contact lists and database; and providing general every day administrative support.

## **RESPONSIBILITIES**

- Maintain a beautiful welcoming reception area for all visitors, program participants, staff and volunteers.
- Provide outstanding hospitality and service to all who visit, call and/or e-mail the Inayati Order; promptly answer all messages via phone and/or e-mail.
- Serve as the lead for program registrations; take reservations, answer questions, receive and process payments.
- Provide administrative support for Inayati Order programs, including evening and weekend programs, leadership programs, and Suluk Academy.
- Oversee book and product sales in-person, online, and over the phone; take, process, and mail orders.
- Manage Inayati Order email lists and Donor Perfect database.
- Assist with other projects, administrative and otherwise, as needed.

## **QUALIFICATIONS**

- Strong interpersonal skills and ability to respond quickly and respectfully to phone, e-mail, and in-person requests for information and/or assistance.
- Strong technological skill, including experience with the Microsoft Suite of products, Skype, social media, and Macintosh products. Experience with Donor Perfect a plus.

## The Inayati Order Administrative Assistant Position Fall 2017

- Strong attention to detail and ability to work in a fast-paced environment on several projects and/or tasks at once.
- Efficient, organized, flexible, and resourceful.
- Previous experience as an Administrative Assistant preferred.
- Familiarity with the work of the Inayati Order (or willingness to learn about the Order in depth) to best respond to the needs of Inayati inquirers, students, and leadership preferred.

### REPORTING STRUCTURE

The Administrative Assistant reports directly to the Inayati Order's Executive Director, who provides management, performance oversight, and guidance on a regular basis. This role will be engaged in annual performance reviews.

### COMPENSATION, BENEFITS & LOCATION

This is a non-exempt, full-time position at an hourly rate of \$16-\$18/hour based on experience, plus benefits including full healthcare + dental, vacation, sick and holiday leave. The position is located in Richmond, Virginia, with regular hours Sundays through Thursdays, and some weekends adjusting for time off during the week. (Start date is by October 2, 2017)

**To apply, please submit a resume and cover letter to [employ@inayatiorder.org](mailto:employ@inayatiorder.org).**

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**[www.inayatiorder.org](http://www.inayatiorder.org)**