



The Inayati Order

A Sufi Path of Spiritual Liberty

EXECUTIVE ASSISTANT POSITION DESCRIPTION

POSITION BEGINS JULY 2017

OVERVIEW

The Inayati Order, a faith-based nonprofit with members worldwide, is pleased to announce a new position – Executive Assistant. This position assists with a variety of daily tasks and projects helping serve the every day needs of the Pir, or primary teacher within the Inayati Order, and the Executive Director.

This position is timely as we plan to move our offices from New Lebanon, New York to Richmond, Virginia this summer. We hope you consider applying and joining us as we move to Richmond!

RESPONSIBILITIES

- Oversee and assist the Pir, or lead teacher within the Inayati Order, as well as the Executive Director, with a variety of projects related to communications, programs, and general administration.
- Function as primary communication for board and staff in Executive Director's absence, fielding questions and problems to address any need.
- Manage and maintain the Pir and Executive Director's schedule, appointments, and travel arrangements.
- Prepare and edit correspondence, presentations, and other documents/media, using a variety of tools (such as Microsoft Word, Excel, PowerPoint, iPhoto, and iMovie).
- Monitor, screen, and respond to incoming print mail, e-mail, and phone calls/messages.
- Manage Inayati Order Donor Perfect database (with administrative assistance).
- Manage printed data, files, document retrieval, and archiving (with administrative assistance).
- Manage accounts payable and receivable.
- Record, transcribe, and distribute meeting minutes.
- Arrange and coordinate meetings and events.
- Manage vendor relations and contracts.
- Welcome and host visitors and guests.

QUALIFICATIONS

- Excellent interpersonal skills and ability to respond quickly and respectfully to phone, e-mail, and in-person requests for information and/or assistance.
- Excellent technological skills, including experience with the Microsoft Suite of products, Skype, Zoom, social media, and Macintosh products.
- Excellent written and oral communication skills.
- Excellent 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.
- Bachelor's Degree or higher recommended.
- Experience as an Executive Assistant recommended.
- Experience with basic financial management recommended.

REPORTING STRUCTURE

The Executive Assistant reports directly to the Inayati Order's Executive Director, who provides direct 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 \$22/hour (\$45,760/year) plus benefits including full healthcare + dental, vacation, sick and holiday leave. The position is located in Richmond, Virginia. (Start date is July 10, 2017.)

To apply, please submit a resume and cover letter to jobs@ihpip.com.

The Inayati Order is an equal opportunity employer that does not discriminate on the bases of race, sex, religion, sexual orientation, or ethnicity.

www.inayatiorder.org