



The Inayati Order

A Sufi Path of Spiritual Liberty

THE INAYATI ORDER – NORTH AMERICA ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION OPEN SPRING 2016

OVERVIEW

The Inayati Order is an international, faith-based organization with North American headquarters in New Lebanon, New York, on the outskirts of the Berkshires of Western Massachusetts. The Inayati Order has a small, on-site staff and utilizes many professional volunteers in the United States and abroad. The Administrative Assistant will assist with a variety of daily tasks and projects, helping serve a constituency of spiritual seekers and students worldwide. For additional information on the Inayati Order, please visit www.inayatiorder.org.

RESPONSIBILITIES

- Maintain a beautiful welcoming space for all staff, volunteers, program participants, and visitors.
- Provide outstanding hospitality and service to all people who visit, call and/or email the Inayati Order; promptly answer all messages via phone and/or e-mail.
- Serve as the lead for Inayati Order program registrations; take reservations, assign housing, 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; take, process, and mail orders.
- Assist with updating Inayati Order paper and digital files, and on-line 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.

- 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.

COMPENSATION & BENEFITS

This is an hourly position paying \$15/hour for 25 hours a week, Tuesday through Friday. During Inayati Order programs, there may be a requirement to work weekends.

Special Note: The Inayati Order's offices will move from New Lebanon, NY, to a yet-to-be-determined United States city Summer 2017. This position will initially be contracted Spring 2016 through June 30, 2017, with a possibility of moving to the new location. Those looking for short-term work, and who are able to commit for 15 months during the timeframe listed above, are encouraged to apply.

**The Inayati Order
PO Box 480
New Lebanon, New York 12125
www.inayatiorder.org**
