



The Inayati Order

A Sufi Path of Spiritual Liberty

THE INAYATI ORDER – NORTH AMERICA EXECUTIVE 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 Executive Assistant will assist the organization's Executive Director 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

- Oversee and assist the Executive Director with a variety of projects related to communications, programs, and general administration.
- Manage, update, and maintain a contact database, using Donor Perfect.
- 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 and maintain the Executive Director's schedule, appointments, and travel arrangements.
- Manage printed data, files, document retrieval, and archiving.
- 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, Webex, Zoom, social media, and Macintosh products (including iPhone, iPhoto, iPad, and iMovie). Experience with Donor Perfect a plus.
- 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.
- 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 exempt, full-time position at a salary of between \$38,500 and \$43,500/year, negotiable based on experience. Includes ½ healthcare, full dental, vacation, sick and holiday leave.

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 up to 14 months during the timeframe listed above, are encouraged to apply.

The Inayati Order
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www.inayatiorder.org
