



SULUK ADMINISTRATOR

FULL-TIME POSITION
BEGINNING SEPTEMBER 2020

The **Inayatiyya**, a mystical fellowship with branches worldwide, is seeking a full-time administrator for **Suluk Academy** and its related programming. Suluk, founded in 2003 and now with 477 graduates to date, is the Inayatiyya's flagship program for murids (students) of its Esoteric School.

Beginning in the fall of 2020, **Suluk Academy** will take a giant leap and launch a new **Suluk Global Online Program** expecting 150 students from four global regions: North America, Europe, Turkey, and Oceania (Australia & New Zealand). While each global region has its own administrative support, we are looking for someone to manage the program for North America, as well as serve as the lead administrator for the worldwide program.

Additionally, soon thereafter, in November 2020, we will launch a new **Suluk Graduate Course** called **The Divine Art: The Alchemy of Human Transformation**, as well as begin to convene a **Suluk Alumni Committee** to develop ongoing graduate programming.

The **Suluk Administrator** will serve as the lead on the **Suluk Global Program** as well as **Suluk Graduate Programs**. Since the initial **Suluk Global Program** session is September 30 through October 4, 2020, we hope to have someone in place no later than mid-September. Due to the timing, this position may initially work remotely yet would be expected to relocate to Richmond, Virginia, where the Astana, our North American headquarters, is based.

Responsibilities

Suluk Global Online Program

- Coordinate all aspects of the program; specifically serve North American students while serving as the lead administrator for the worldwide program.
- Coordinate all aspects of the program for two five-day sessions in 2020 (September & December), four five-day sessions in 2021 (March, June, September & December), and two five-day sessions in 2022 (March & June), including scheduling, faculty content, student communications and support, evening programs, evaluations, and other logistical aspects as needed.
- Provide ongoing support to the Pir and Suluk Mentors during and between sessions, coordinating meetings, gathering resources, and following up with next steps.
- Provide ongoing support to current Salik(a)s, serving as their primary contact and logical support person while they are enrolled in the program with a special emphasis on North American murids.
- Coordinate aspects of the Suluk Global Online Program implemented by other Inayatiyya staff, including the Administrative Assistant (registration and payments), Digital Media Manager (audio, video, websites, archiving, enewsletters, elists), Music Director (music), Executive Director (strategy, marketing, finance), and administrative leads in each global region.

Suluk Alumni Programs

- Coordinate all aspects of The Divine Art course, including one session in 2020 (November), two sessions in 2021 (May and November), and one session in 2022 (May).
- Galvanize a new Suluk Alumni Committee, and together develop ongoing programming specific to this group.
- Serve as primary contact for Suluk Alumni in North America. Nurture a relationship with and between Salik(a)s.

Suluk Academy Ongoing

- Support an ongoing Suluk Global Committee, as well as a Suluk Advisory Committee in North America, both of which advise on all aspects of Suluk.
- Manage Suluk Academy's annual budget, providing detail to first drafts, advising on final budgets, reconciling monthly financial reports, and maintaining net positive income. Grow income where possible including through promotion of, and special projects related to, the Suluk Scholarship Fund.
- Serve as primary contact for inquirers into the Suluk Academy. Oversee a list of potential Salik(a)s and provide outreach and information as new classes and opportunities form.
- Oversee the Suluk Academy's student selection process (every other year) including outreach, application distribution, application review, and final selection.

Qualifications

- Two to five years of experience administering program logistics for courses, seminars, classes, retreats, and/or special events.
- Ability to take initiative and assume responsibility for logistical aspects of a program.
- Ability to self-manage and work well under pressure, maintaining a clear and professional presence at all times.
- Excellent communication skills, written and verbal, across media including email, online social, and print.
- Proficient technical skill with personal computers, smart phones, online resources, etc., as well as with software including Microsoft Word, Excel and Power Point.
- Strong organization skills and ability to multi-task, meet deadlines, and be clear in purpose and activity.
- Diplomatic manner and ability to create harmonious relationships with various constituencies including inquirers, students, faculty, and staff.
- Bachelor's degree or higher preferred.
- Familiarity and experience with the teachings of the Sufi mystic, Hazrat Inayat Khan (1882-1927) required.

Reporting Structure

The Suluk Administrator reports directly to the Inayatiyya's Executive Director, who provides direct management, performance oversight, and guidance on a regular basis. This role will be engaged in regular performance reviews.

Compensation, Benefits & Location

This is an exempt, full-time, salaried position including full vacation, sick leave, and healthcare benefits. Salary will be in the \$40,000s and commensurate with experience. The position is located in Richmond, Virginia.

We would require a two-year, at-will, contract for this position, from September 2020 through June 2022, to see both the Suluk Global Online Program, and The Divine Alchemy course, through to completion.

Applying

If you have the experience and feel called to serve **Suluk Academy** at this time in your life, please email a cover letter and resume to employ@inayatiyya.org. As written above, we anticipate hiring right away so please apply today! **Ya Fattah!**

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