



# Inayatiyya

A Sufi Path of Spiritual Liberty

## Inner School Administrator for North America & Oceania

Contractual Position 20-25 Hours/Week

Now Hiring February 2025

REMOTE OR HYBRID

The **Inayatiyya**, a global organization representing the teachings of the Sufi mystic and musician Hazrat Inayat Khan (1882-1927), seeks a part-time **Inner School Administrator for North America & Oceania** to provide organizational support to those drawn to the inner teachings of Sufism.

The **Inner School Administrator** plays a lead role in supporting Inner School courses and trainings, developing study circles & centers, and answering questions and requests related to available resources, initiation, guidance, and leadership training. This is a contractual position of 20-25 hours/week that could be held by a dedicated person living within the United States, Canada, or Mexico.

### RESPONSIBILITIES

- Provide ongoing administrative support to Inayatiyya Inner School Vice Presidents and the Inayatiyya Inner School Council of North America & Oceania.
- Serve as Producer for Inner School programs created by the Inner School Vice Presidents for North America & Oceania, including a new Inner School Leaders Training launching fall 2025.
- Serve as public point of contact for the Inner School of North America & Oceania, promptly answering questions and requests coming through four email accounts: [innerschool@inayatiyya.org](mailto:innerschool@inayatiyya.org), [guidance@inayatiyya.org](mailto:guidance@inayatiyya.org), [leadership@inayatiyya.org](mailto:leadership@inayatiyya.org), and [centers@inayatiyya.org](mailto:centers@inayatiyya.org), as well as social media, WhatsApp, and other communication channels.
- Respond to and support initiation requests from potential *ashiqs* and *murids*, as well as teachers and guides working with students interested in initiation. Coordinate initiation ceremonies online and in-person at various events.
- Receive and process new initiate details sent by guides who have initiated new students; update database accordingly.
- Oversee the logistical aspects of the initiation process; send introductory information to those interested in initiation and welcome new initiates.
- Assist individuals looking for an Inner School Guide; direct those interested to active Inayatiyya teachers, study circles and centers; maintain an updated list of guidance resources.
- Serve as point of contact for Inayatiyya Study Circle & Center leaders; oversee the process of approving study circles and centers, growing a network of people resources for those interested in inner study. Coordinate the Inayatiyya North America & Oceania Centers Committee.

### QUALIFICATIONS

- Warmth and kindness rooted in the teachings of the Sufi mystic, Hazrat Inayat Khan. Being a Suluk graduate, while not a requirement, is an ideal background for this role.

- Strong administrative and organizational skills. Ability to multi-task and remain clear in purpose and activity.
- Ability to complete work meeting agreed upon timelines and budgets.
- Excellent communication skills, written and verbal, across media including email, online social, and print.
- Ability to self-manage and work well under pressure, maintaining a clear and professional presence at all times.
- Diplomatic manner and ability to create harmonious relationships with various constituencies including inquirers, students, faculty, and staff.
- Proficient technical skill with personal computers, smart phones, and online resources, as well as with digital tools and platforms including Asana Project Management, Google Workspace (Gmail, Google Calendar, Drive, Doc, Sheets, Slides), Microsoft Office (Microsoft Word, Excel, Powerpoint), and Apple products. Ease in learning new technologies.

#### **REPORTING STRUCTURE**

The Inner School Administrator reports directly to the Executive Director, who provides management, performance oversight, and guidance on a regular basis.

#### **COMPENSATION, BENEFITS & LOCATION**

This is a contractual position of 20-25 hours a week at an hourly rate to be negotiated and may be located anywhere in North America (United States, Canada, and Mexico). There are options of working remote or remote/hybrid with occasional work based at the Astana in Richmond, Virginia. As contractors, candidates may work flexible hours yet must be available to work select East Coast (ET) business hours Monday through Friday.

#### **APPLICATION PROCESS**

If you feel called toward this position, please let us know your intention to apply right away by emailing [employ@inayatiyya.org](mailto:employ@inayatiyya.org). Then send us a cover letter and resume via the same email by Sunday, February 16th, 2025. (Please no calls our outreach to staff outside of the process shared above.) We will begin to conduct interviews mid-February with the aim of finalizing the position by early March 2025. A start date is negotiable.

***The Inayatiyya is an equal opportunity employer, committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by applicable law. If you meet the qualifications listed above, we invite you to apply!***

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