



The Inayati Order

A Sufi Path of Spiritual Liberty

THE INAYATI ORDER – NORTH AMERICA EXECUTIVE ASSISTANT POSITION DESCRIPTION TEMPORARY OCTOBER 2016 – JUNE 2017

OVERVIEW

The Inayati Order is an international, faith-based organization with North American headquarters currently in New Lebanon, New York, moving to Richmond, Virginia early summer 2017. The Executive Assistant will assist the organization's Executive Director with a variety of daily tasks and projects during this time of transition. For additional information on the Inayati Order, please visit www.inayatiorder.org.

RESPONSIBILITIES

- Oversee logistics for an office move to occur spring/summer 2017. Tasks include: pricing and arranging for move (packing, transport, delivery) of headquarters offices and homes of key staff; researching and securing vendors in the Richmond area, including payroll, healthcare, dental, utilities, etc.; and additional details as needed.
- Oversee and assist the Executive Director with a variety of other 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 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 printed data, files, document retrieval, and archiving (with administrative assistance).
- 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).
- 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.
- Open to people of all spiritual and religious backgrounds.

COMPENSATION & BENEFITS

This is a non-exempt position of up to 40 hours a week at \$20/hour, negotiable based on experience. As a temporary position includes vacation, sick and holiday leave.

If interested in this short-term position, please send a cover letter and resume, via email, to Jennifer Alia Wittman, Executive Director, alia@inayatiorder.org.

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