

## Omni Institute is Expanding! Two New Job Positions - Join Our Team



### ~ Job Announcement ~



Greetings Scottsdale Community,

We have two stellar, full-time job opportunities for you to consider. The Omni Institute for the Divine Sciences located in Scottsdale, is in an upswing of growth and must immediately fill two new positions, for a General Operational Manager and an Executive Secretary. We are eager to bring great individuals on board, to join our existing team of six staff members. We are in the "business" and sacred work of higher consciousness education, as sponsors of ROYAL PATH MASTER TEACHINGS and the life work of meditation master, "The Rishi," Devra Adi Maa. This an opportunity of a life time to make a difference and work with an inspired team of dedicated people, who serve the endeavors an amazing western luminary in the meditation, spiritual, and human potential fields. Below are our websites to provide insight into our over-all focus, services and products, which includes a fine art and sacred antiquities collection. Below are the two job descriptions. Please take a look and put the word out.

This is a very special word-of-mouth job opportunity.

~ Send resumes: [info@omniinstituteDS.org](mailto:info@omniinstituteDS.org)

Warmly and Sincerely,  
Julio Williams, MD 955-655-1086  
Director of Omni Institute 480-575-1276  
email: [julio@omniawakening.org](mailto:julio@omniawakening.org)

## Our Websites and Social Media

<https://www.omniawakening.org>

<https://www.facebook.com/devra.pattonwest>

<https://www.facebook.com/RishiDevraAdiMaa>

<https://www.facebook.com/omniawakening>

<http://www.phoenixmeditationinstitute.com/>

<http://www.omnimeditation.org/>

<http://www.cyber-integrity.org>

## **Job Descriptions**

### **General Manager of Operations** **Salary Commensurate**

Headquartered in Scottsdale, Arizona, with an ongoing presence in Sedona for private retreats, we seek a polished pro, with a strong management background, spiritual sensibilities, and an eye for mastery and excellence. Must have project development and service leadership skills to guide our endeavors of providing online teachings, classes and courses for the public and personal mentoring and retreats for VIP clients, advanced initiates and spiritual protégées.

Will coordinate staff, orchestrate admin and execution of projects, over-see special events, maintain five-star standards for private retreats and overall company culture. Expect a diverse and meaningful role, whether updating policies, assisting with budget projections or hiring, training additional staff. Interpersonal skills, knowledge of hospitality, spirituality, self transformation, the healing arts or experience with psychology, new age education, training or working with a public figure would be a bonus.

**Your CV should demonstrate experience** in a similar general management role, ideally within the high-end retreat or spa industry, health industry, yoga center, five star hotels with a spirituality/healing focus, VIP event management a plus. Strong leadership, passionate vision, self-motivated, fantastic communicator. Familiar or skilled with social media and website protocol; You are creative and able to think outside the box. You understand P&L, project planning and management. You have excellent presentation / speaking skills. Salary commensurate with a promising range of growth and hands-on success opportunity.

Location: Scottsdale, AZ 85255

Language: English

## Executive Assistant to Rishi Salary Commensurate

An opportunity of a life time, to work directly with an enlightened, meditation master. Seeking a polished pro, for full-time position, with an eye for detail, as personal executive secretary to a brilliant genius mind, master teacher, to assist and refine the Rishi's overall mission of providing online courses for the public, as well as private sessions, personal mentoring and retreats for VIP clients and spiritual protégées, in an unrivaled VIP learning environment, with amazing facilities and superb online courses for the growing industry of meditation and personal transformation.

Must have strong character, grounded MO, confident manner, warm, heart-centered approach, with a servant leadership point of view, to provide executive level scheduling and general administrative support for the Rishi's demanding work focus. Experience in a similar executive assistant role, ideally within the high-end retreat or spa industry, yoga center, five star hotels with a spirituality/healing focus, VIP events and hospitality management, experience with leaders, executives or public figures a plus, to maintain exceptional standards and the refinement of mastery that is the Rishi's personal signature. Must be a strong, written communicator, with solid correspondence and proofreading skills. Ability to gather, distill and report on multiple data sets for multiple sectors. Comfortable in 1:1 or group presentation experiences. Have excellent tech and computer skills, familiarity with the demands of social media. Conserve the Rishi's time by reading, researching, and managing correspondence, and delivering synopsis that drives efficiency. Flexibility, ability to dig in and a desire to serve are paramount.

**Optimum qualifications include** Bachelor/Masters degree with focus in business admin, computer sciences, marketing, publishing or related fields. Deep understanding of rapport building and staying in-tune with company culture. A hands-on, collaborative style of working.

Location: Scottsdale, AZ 85255    Language: English

**NOTE: *These two job opportunities are located in North Scottsdale, AZ. If you do not clearly outline any relocation plans in a cover letter, we will not be considering out of state employees. Local familiarity is a huge plus. Additionally, these roles are deeply rooted in communication and spirituality. A well-written, mindful cover letter is highly suggested. Please outline your experience and allow us to see why you are a preference fit!***



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