

SHALOM. WE ARE SO BLESSED TO PARTNER WITH YOU. APTTMH.

ABOUT AHOI

The Almighty's House of Ivriyah is an Ivriy restoration and wellness community service organization that focuses on initiatives and programs purposed to guide the Ivriy community, and specifically Ivriyahs back to their true source of empowerment, light, and love. The Almighty's House of Ivriyah's mission is to re-establish the order of Ivriyah wombenhood to restore and rehabilitate the melanated community.

BE AN ADMINISTRATIVE ASSISTANT

AHOI is looking for an Administrative Assistant responsible for supporting an administrative professional to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities. Their duties are organizing meetings for Administrators, greeting office visitors and composing documents on behalf of Administrators.

DUTIES & RESPONSIBILITIES

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

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TRUST LAW

- I. I AM YAHUAH ELOHAYKA, which has brought you out of the land of Mitsrayim, out of the house of bondage. You shall have no other elohiym before me.
- II. You shall not make unto you any graven image.
- III. You shall not take את eth-the name of YAHUAH ELOHAYKA in vain; for YAHUAH will not hold him guiltless את eth that takes את eth-his name in vain.
- IV. Remember את eth-the day of the holy Shabbath.
- V. Honour את eth-your father and את eth-your mother.
- VI. You shall not kill.
- VII. You shall not break wedlock.
- VIII. You shall not steal.
- IX. You shall not bear false witness against your neighbour.
- X. You shall not covet your neighbour's house, you shall not covet your neighbour's woman, nor his manservant, nor his maidservant, nor his ox, nor his ass, nor any thing that is your neighbour's.

If you agree to the commitment and following of the Ten DEVARIYM to uphold integrity, love, and The Most High's Mission, Ideals, Will, and Spirit, please sign your name below.

If you agree to using your talents, gifts, and passions to uphold the mission in the appropriate capacity, please sign your name below.

Please understand that once you sign this document, you are bonded to the covenant expressed by Code DEVARIYM Section 28 and must uphold this covenant with truth, integrity, love, and humility.

As a member, partner, and stakeholder with the Almighty's House of Ivriyah, I AM bonding myself to the mission of the Almighty's House of Ivriyah and maintaining its culture. As an Ivriyah, I AM committing to being virtuous, productive, hardworking, thoughtful, nurturing, strong, considerate, generous, prepared, powerful, wise, kind, and righteous. I AM going to uphold my partnership with integrity and honor, and will move accordingly in regards to the Almighty's House of Ivriyah and my role in it.

By signing this covenant, you agree to uphold and respect the AHOI Constitution & Bylaws, Code of Conduct, and Ivriyah's Declaration.

If you agree to that declaration, please sign here o_____ print_____

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FOR OFFICE USE ONLY	
NAME	
MEMBER PROFILE NAME	
DOB	
PHONE NUMBER	
EMAIL	
PROFILE URL OR PERSONAL WEBSITE	
DEPARTMENT	

YOUR APPLICATION IS APPROVED BY	
Name	Zhateyah Yahudah Yisra'El
Signature	<i>Zhateyah Yahudah Yisra'El</i>
Position	CO-FOUNDER, President
Member profile name	Zhateyah Yahudah Yisra'El
Email	zhateyah@gmail.com
Url/link	www.zhateyah.life/
Name	Dejyah Yisra'El
Signature	<i>Dejyah Yisra'El</i>
Position	CO-FOUNDER, VP
Member profile name	Dejyah Yisra'El
Email	thedejyahnetwork@gmail.com
Url/link	www.dejyah.life/