

Remote Part Time Job Opportunity
For White Tantric Yoga
Starting January 3, 2022

Executive administrative assistant to CEO

If you have:

Minimum 5 years administration and project management experience

Are a:

Certified Kundalini Yoga Teacher

Have:

participated in White Tantric Yoga workshops

We are looking for:

a proactive, self-directed, forward thinking, confident leader with:

strong verbal, written and listening communication skills;

a problem solver who gives attention to detail who has organizational skills and the ability to multitask and meet deadlines;

Applicant must have:

strong interpersonal skills /discretion/leadership/strategic thinking/

and enjoy working with multicultural teams;

ability to deal discretely with confidential information and delicate situations

Position includes:

Take direction from and collaborate with CEO- ongoing work, projects, initiate new ideas

Collaborate with Organizers of WTY workshops – workshop set up, review reports

Collaborate with facilitators of WTY –

Collaborate with service providers ie graphics, web developers. translation company, shippers (fed ex, ups, usps) and registration software company

Proficient in technical savvy:

Google Drive

Zoom technology and online training (able to screen share and navigate desktop while on Zoom)

Dropbox and file sharing sites

Microsoft Applications;

Website software and development – data changes

Database management

Email and calendar management

Video/ipad technology

Our mission to provide White Tantric Yoga workshops has been curtailed because of venue limitations due to Covid 19. However, as more people are getting vaccinated, and medications are being formulated for people who get Covid, restrictions are starting to be lifted in venues and we are starting to schedule WTY workshops for 2022.

Because of the current limitations, this job will be part time 10 hours a week, hours will increase as workshops resume.

Paid Training will be in early December, and the job will start January 3.

Applicants please send letter with your admin background, availability and requirements, why you think you will be a good fit for this position and any questions you might have to info@whitetantricyoga.com