

School of Bhakti is in a pioneering chapter of its history. We aspire to create something that will go around the world and touch the lives of people far and wide. We are blessed to have a team of diverse, creative and highly motivated individuals who offer their time and energy in serving others and making the world a happier place! You are welcome to join us and be part of history in the making!

ROLE TITLE

Admin

REQUIREMENTS & RESPONSIBILITIES

- Associate with the Stream Leads to develop and maintain detailed service plans
- Regular tracking of progress against the stream plans and reporting weekly
- Work with the Administration Lead to consolidate project plans and progress reporting for Program review
- Tracking issue resolution and risk mitigation activities
- Create and maintain folder structure on Google drive to ensure that the project documentation is stored in the appropriate folders
- Send reminders to complete weekly progress reports are submitted in time
- Take minutes of program meetings
- Provide administrative support to the Streams
- Provide communications to internal project team members as per the defined mechanisms
- Identify risks/dependencies and provide mitigation plans.
- Attend Administration weekly progress meeting and provide progress update
- Key skills - organisation
- Specific Technical skills:
 - People person
 - Basic project management knowledge
 - Basic process knowledge
 - Logical and organised
 - Good communicator
 - Administration skills
 - MS Excel, Word, PPT, Desirable: MS Project and Visio

TIME COMMITMENTS

5-10 hours per week

BENEFITS

Practical support and provision of resources to empower you in carrying out your task.

Ongoing support for your spiritual development through courses and discussion groups.

Your team lead will guide you to help you progress in your area of service.

Points of contact where any suggestions, concerns and complaints can be raised. After volunteering for a minimum of three months 50% off all online courses, after volunteering for a minimum 6 months 50% off courses held onsite.

HOW TO APPLY

Please complete the [application form](#)