

**Position Title:       Administrative Assistant to Communications**

This key administrative role works at the heart of the Communications Area supporting the Communications Team in a variety of projects and activities.

**Responsibilities include:**

- Provides logistical support for meetings and projects
- Offers general administrative support to the Communications manager
- Liaises with other departments to help organize events and activities
- Documents Communications projects

**Qualifications include:**

- Excellent “people skills” with the ability to work effectively on a team
- Computer skills: Outlook, Microsoft Word, and Microsoft Excel
- Ability to maintain confidentiality
- Ability to demonstrate a good understanding of Siddha Yoga philosophy and culture
- Ability to set priorities and establish systems
- Flexible, responsive, proactive, and self-motivated
- Excellent organizational skills

If you are interested in this seva role, please contact the Gurukula office at [Gurukula@syda.org](mailto:Gurukula@syda.org) for a more complete seva description and an application.