

**Position Title: Administrative Assistant to Siddha Yoga Philosophy and Culture Management Team**

The sevite in this key administrative role supports the Siddha Yoga Philosophy and Culture management team.

**Responsibilities include:**

- Provides administrative and logistical support
- Oversees administration of human resources within the area
- Manages office functions
- Coordinates projects

**Qualifications include:**

- Able to demonstrate a good understanding of Siddha Yoga philosophy and culture
- 2 years secretarial or administrative assistant experience
- Strong command of the English language, especially spelling and grammar
- Computer skills: Outlook, Microsoft Word and Microsoft Excel
- Excellent organizational and follow-through skills
- Able to maintain confidentiality

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.