

Seva Position Title: Seva Center Team Member

This sevaita supports a variety of Seva Center functions and projects as needed and works specifically with visiting sevaites invited to participate in specific seva projects.

Responsibilities include:

- Maintains current records and tracking systems for sevaites
- Supports implementation of policies and procedures for sevaites
- Conducts orientations and other meetings with visiting sevaites
- Provides general administrative support for all Seva Center functions

Skills include:

- Excellent interpersonal skills: welcoming, expressing appreciation, coaching, giving feedback, relationship building, networking
- Proficient with Microsoft Word, Excel, email
- Detail oriented, thorough and conscientious
- Strong organizational skills: able to work with multiple priorities and projects
- Able to take initiative and inspire others

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