

Peace Education Program



The Prem Rawat Foundation

Peace Education Program Course Technical Operator

OBJECTIVE: To support Peace Education Program course facilitators by showing the Peace Education Program content smoothly.

REPORTS TO: Peace Education Program Technical Trainer

DESCRIPTION: The Course Technical Operator is responsible for operating the technical aspects of virtual and/or in person Peace Education Program courses.

RESPONSIBILITIES:

- Smooth operation of the technical aspects of delivery of Peace Education Program courses.
- Be a team player with the rest of the members that deliver the Peace Education Program.
- Ensure a good standard of communication with the staff and rest of volunteers.
- Share questions and feedback with Peace Education Program Technical Trainer
- Attend weekly conference calls (for mentoring, latest information on software, and updates on the Peace Education Program)

SKILLS AND EXPERIENCE:

- Good computer skills MAC or PC
- Highly organized and detail oriented with the ability to learn how to resolve problems
- Ability to stay calm and assist people with technical issues
- Able to maintain strict confidentiality (will be asked to sign a confidentiality agreement)
- Experience with the Peace Education Program course is a plus
- Experience as a technical operator is a plus.
- Previous experience with virtual platforms is a plus.
- Good level of English, other languages welcomed.

REQUIREMENTS: Private computer with camera (Mac or PC), high resolution monitor, good Internet connectivity

TIME COMMITMENT: 4-10 hours per week

TRAINING/ORIENTATION: Provided by Peace Education Program Technical Trainer

NUMBER OF POSITIONS AVAILABLE: Multiple operators are needed.

APPLICATION PROCESS: Please send resume/CV and relevant skills to volunteer@tprf.org