



The Prem Rawat Foundation

Job Title: Administrative Assistant for the Peace Education Program

Description:

The Prem Rawat Foundation is seeking an Administrative Assistant to provide administrative support to the Peace Education Program Director and the Peace Education Program Coordination Team. The Administrative Assistant's time will be dedicated to handling a wide range of duties that support the administrative and managerial work of the Peace Education Program, including meeting coordination, travel arrangements and assisting with completion of specially assigned projects.

Essential Duties and Responsibilities:

- Provide administrative support for Peace Education Program Director and Coordination Team
- Manage documents and assets in Google Drives
- Oversee arrangements for TPRF's participation in professional conferences: registrations, booths, giveaways, travel arrangements, conference materials preparation, and collect and verify reimbursement requests and contractor invoices
- Track Coordination Team's activities, plans and progress on existing projects
- Schedule calls and meetings, both virtual and in-person for Program Director
- Attend meetings, take notes, and handle communications as requested by the Program Director

Reports To: Peace Education Program Director

Knowledge, Skills and Abilities:

- Excellent verbal, writing and interpersonal skills in English
- Self-directed, with the ability to prioritize multiple projects
- Detail oriented with excellent organizational skills and communication skills
- Proven ability to work in a team environment
- Advanced proficiency with Google Workspace, Zoom, Microsoft Office (CRM software a plus)
- Bachelor's Degree and 3+ years' experience working in administration
- Project management experience a plus
- Non-profit experience a plus
- Experience with the Peace Education Program a plus
- Fluency in Spanish a plus

Education and Experience:

Bachelor's Degree and 3+ years' experience working in administration

Required Resources: Private computer, video conferencing ability with high-speed internet connectivity.

Hours & Location: 20-25 hours per week. Virtual (must reside within 3 hours of Los Angeles time zone).

Application Process: Send cover letter and resume to jobs@tprf.org by March 15, 2023.