



The Prem Rawat Foundation

Job Title: Peace Education Program Implementation Coordinator

Description:

The Prem Rawat Foundation is seeking an Implementation Coordinator for the Peace Education Program. The Implementation Coordinator is responsible for maintaining and improving the integrity of all processes and systems needed to run the Peace Education Program.

Essential Duties and Responsibilities:

- As a member and representative of the Peace Education Program coordination team, work with the Peace Education Program reporting system developer and the resources site web manager to ensure effective use and ongoing improvement of the system and site
- Develop and oversee methods for distributing Peace Education Program promotional videos and print materials for presenting and promoting the course
- Coordinate processes for translation of Peace Education Program course materials and customized and localized promotional materials
- Develop and supervise procedures for file naming and filing/storage of Peace Education Program materials, promotions materials and related files
- Assist Peace Education Program Training Coordinator with implementation of a learning management system (LMS)
- Support the Peace Education Program Research Coordinator with planning and organizing research projects
- Assist the Program Director with reports and projects as needed

Reports To: Peace Education Program Director

Knowledge, Skills and Abilities:

- Excellent verbal and written English
- Detail oriented with excellent organizational and communication skills
- Proficiency with Google Workspace, Zoom, Microsoft Office (CRM software a plus)
- Cultural competency: ability to work with individuals of diverse backgrounds
- Works well in a team environment
- Familiarity with contents and purpose of the Peace Education Program preferred
- Non-profit experience a plus
- Fluency in Spanish, French and/or other languages a plus
- Experience in systems building and administration

Education and Experience:

Bachelor's degree preferred, with education/experience in business administration, marketing, program management, project management or other applicable field (or equivalent combination of education and work experience) with at least three years of successful professional experience.

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

Hours & Location: 20-25 hours per week. Virtual (must reside within 9 hours of Los Angeles time zone).

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