



Job Description

Administrative Assistant/Marketing Coordinator

Shridev Jasnath Trust

at Shri Jasnsath Asan (ashram)

Panchla Siddha, Nagaur District, Rajasthan

Shridev Jasnath Trust is housed in Shri Jasnath Asan (Ashram) in Panchla Siddha, a small village 1.5 hours north of Jodhpur, Rajasthan. The ashram is within a 500-year-old fortress structure, the oldest spiritual and educational institution in the Marwar region. The ashram holds programs and retreats organized by the trust, including (but not limited to) yoga teacher training, pancha yogic lifestyle retreats, Indian classic arts workshops, conferences, classes, and more. We are now seeking a full time Administrative Assistant/Marketing Coordinator to help manage all the details involved with running successful programs and their associated marketing requirements.

We are looking for a candidate who can use their administrative and organizational experience to manage communications and content from a virtual location. This candidate is self-motivated, works toward goals, and understands what it takes to make a retreat center successful.

Key Responsibilities

- Possesses a personal computer, and access to strong internet signal
- Maintain contact databases
- Collect and transit content to vendors
- Translations and typing in Hindi
- Screening and admissions procedures for program participants and employment candidates
- Maintain accounting on all projects, expenses, receipts, spreadsheets
- Coordinate and deliver printing projects
- Daily posts to social media
- Monthly reports: social media, projects, database
- Local, regional, and international market research
- Networking with new prospects via social media, email, and phone
- Spend 4 weeks per year on campus during retreat

Qualifications

- Bachelor's degree, Master's degree a plus

- 3+ years of experience in administration or marketing
- Effective written and oral communications skills in English
- Thrives in a fast-paced, entrepreneurial environment
- Ability to manage multiple projects simultaneously

Compensation and Accommodation:

Shri Jasnath Asan offers a comprehensive compensation package including the opportunity to set new standards in the Marwar region's oldest educational institution. We are the first yoga retreat center in Rajasthan. We consider not only the financial requirements of applicants, but also the spiritual, intellectual and physical.

Upon hire, the applicant agrees to the following compensation in exchange for aforementioned contribution to our ashram.

- Excellent sattvic work environment and culture
- Housing – simple, single room with community bath, linens
- Meals – 3 organic, locally grown, vegetarian + 2 tea
- 5-6 yoga classes weekly (depending on availability, mandatory)
- Access to library during open hours
- Letter of recommendation, depending on performance
- All work related expenses (internet, transportation, etc.)
- Initial monthly salary of INR 15,000 with options for annual bonus and COL increases

Code of Conduct

A consistent practice of a healthy lifestyle begins with change and the adoption of new habits that are in line with your life purpose and goals. The code of conduct and schedule we have designed is based on the practical experience of thousands of spiritual visitors to this region – they are scientific and rational. Keeping to this code of conduct and schedule creates a very conducive atmosphere for transformation, and breaking them corrupts it.

- Abstention from: intoxicants, cigarettes, non-vegetarian foods
- Prohibited: killing, stealing, lying, cruelty to animals, people, or plants
- Those arriving at the ashram as couples are not restricted from intimacy except in public. Otherwise romantic interaction with ashram residents or visitors is strictly prohibited.
- Modesty in clothing is required, suited to the spiritual nature of the ashram and the customs of the region. Sunbathing is only permitted on the roof top with privacy.
- Women will cover their heads with a scarf in the temple and are restricted from these areas during menses, for their own spiritual protection.
- Residents are required to bathe daily, and before entering the temple. They are required to keep their rooms and clothes neat and clean.
- Guests and residents are required to participate in the ashram family life/system: family meeting, karma yoga, meals, kirtan, classes, etc.
- Yoga training participants will observe *Mauna* (silence) from the conclusion of Puja until conclusion

How to apply

This full time position is preceded by a trial phase of 3 days volunteering (Seva) so that we can get to know each other and explore the potential in the position. To apply for this position, send cover letter with CV and current photo to info@shrijasnathan.org Please include "Administrative Assistant/Marketing Coordinator" in the subject line. Once the volunteer commitment has been successfully completed, the option to join the ashram family under a similar job description, on a full-time basis will be offered.