

## **Publishing Associate**

### **Job Description**

#### Background

Shri Jasnath Asan (Ashram) is in Panchla Siddha, a small village 1.5 hours north of Jodhpur. The ashram is within a 500-year-old fortress structure, the oldest spiritual and educational institution in the Marwar region. Having recently added a publishing arm to our *Shridev Jasnath Trust* managing body, the organization is now seeking a publishing associate to assist in many projects designed to share the message of the yogic lifestyle with the world.

Our goal is to expand our family with interns who grow into contract employees, and then full-time family members. Our ideal candidate is equipped with an interest in spirituality or yoga, a passion for team work, and a vision toward building our facility's potential as a destination for regional and international retreaters and families. It is our specific aim to become an excellent place to work for young people, offering competitive *NGO ashram* salaries in a healthy environment, with long-term engagement prospects through to retirement.

#### Key Responsibilities

- Develop, manage and/or publish all new content to the website and its corresponding products such as blogs, newsletters, and press releases in a timely manner.
- Lead the development and execution of new content for the crowd sourced blogs
- Find and engage new authors and contributors to columns and blogs
- Transcribe, translate, proof read, and edit new content
- Manage content
- Research, permissions, copyrighting, publishing tasks
- Negotiations with printers

#### Qualifications

- Post Graduate (or near completion) of English Major B.A.
- Experience in content development/management, marketing, marketing communications
- Masterful written and oral communications skills
- Self-starting, creative, intuitive, finishes projects
- Ability to simultaneously manage multiple projects
- Hands-on experience working on communication, social, online blogging or marketing campaigns

#### Compensation:

Shri Jasnath Asan offers a comprehensive compensation package including the opportunity to set new standards in the Marwar region's oldest educational institution. Joining the team, the applicant agrees to the following compensation in exchange for aforementioned contribution to the ashram.

- Excellent work environment and support team
- 6 week internship @ rps 5,000/month; followed by job review and full-time offer of rps. 12,000/month renewable contract, or rps 15,000 full-time salary
- Virtual work environment
- Expenses covered

Brief visits to the ashram quarterly are required to stay in touch with the family and conduct research and product reviews. Safe transportation and accommodations are provided:

- Housing – simple, single room with community bath, linens
- Meals – 3 organic, locally grown, vegetarian + 2 tea

- 5-6 yoga classes weekly (depending on availability)
- Domestic transportation
- Free wifi
- Access to library during open hours
- Access to free laundry facilities
- Letter of recommendation, depending on performance

## 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 of meditation class the following morning. You are welcome to participate in your development in this way. If you choose not to, please be considerate of those choosing noble silence.

## How to apply

To apply for this internship, send cover letter with CV and current photo to [info@shrijasnathan.org](mailto:info@shrijasnathan.org) Please include "Publishing Associate" in the subject line.