



## **Administrative Coordinator – Role Description**

The Prem Rawat Foundation is seeking an Administrative Coordinator to provide administrative support for the Foundation's operations and fundraising team.

### **Job Summary**

The Administrative Coordinator is responsible for a variety of administrative functions related to the Foundation's operations, including:

- Planning and facilitating monthly conference calls with volunteers and supporters
- Managing the Foundation's telephone line
- Creating and distributing reports
- Scheduling and planning meetings
- Assisting with fundraising projects
- Maintaining files and databases
- Acting as project manager for projects

### **Knowledge, Skills and Abilities:**

- Excellent written and verbal skills
- Detail oriented with strong organizational skills
- Proficient Word, Excel and PowerPoint skills
- Knowledge of email systems, Google Drive, Skype and text messaging
- Basic project management skills
- Ability to work effectively and respectfully with volunteers from diverse cultural backgrounds
- Ability to maintain strict confidence

### **Education and Experience:**

- Bachelor's degree or equivalent preferred
- Minimum 3 years of office/administrative work experience
- Business or nonprofit operations experience preferred

**Job Type & Location:** Part time paid position (approx. 20 hours per week) working remotely from home. Candidate must reside in the U.S. and be eligible to work in the U.S.

**Reports to:** Development Director

**Initial Application by Email to:** [jobs@tprf.org](mailto:jobs@tprf.org) (please include resumé/CV, cover note, and contact information.)