



**Administrative Assistant
1-Year Contract Position**

JOB DESCRIPTION:

This position must provide administrative support and assistance to the Director and President of the International Art of Living Centre, Canada. This is a one-year contract position.

Duties:

- Open and classify mail
- Classify and organize documents
- Answer emails
- Make phone calls, attend to phone calls
- Write letters to individuals, companies, organisations on behalf of the Director and President of the Foundation
- Create documents on excel, word, google doc etc

Physical Requirements:

- This position demands good physical and mental health. The administrative assistant will be required to multi-task, work in a fast-paced environment and work a flexible schedule.

KEY SKILLS AND COMPETENCIES

- Orderly, efficient and organized
- Excellent writing skills in French and English
- Experience working with various softwares (Word, Excel, Googledoc etc)
- Ability to multi-task with effective time management skills.
- Communication Proficiency in French and English.

Expected Hours of Work: 8 hours per day, 6 days a week

The Art of Living Foundation is a global service organization that has made an extraordinary impact on local communities around the world. Made up almost entirely of volunteers, the Foundation has provided trauma relief and peace initiatives to thousands of people in places of raging conflict, areas devastated by war and natural disaster, inner cities and prisons.

All interns and staff will be provided with room, board and opportunities to participate in complimentary Art of Living programs. We would be pleased to have students use the Service Program for college credit.

A nominal monthly stipend will be provided to cover personal expenses after probationary period.