

**Sitaram and Sons Limited** trading as  
[The Source: Yoga Nidra Network](#) and [Yoni Shakti](#)

## **Online Event Assistant**

**Variable hours according to event schedule, including weekends and evenings**  
**Remote working / £9 per hour**

### **For Immediate Start.**

Description prepared: **Wednesday 13 Oct 2021**

Applications close: **Thursday 21 Oct 2021**

Interviews: **Thursday 28 Oct 2021**

### **TO APPLY:**

Please prepare a personal statement of no longer than two pages that addresses ALL of the ESSENTIAL (and DESIRED where applicable) qualities listed in the table on pages 3.

Give specific examples of your relevant work experience that demonstrate proficiency and skills in relation to each quality and/or capacity.

Please email this statement, together with a copy of your CV and references from your last two employers to:

**cecilia@thesource.co** with a copy to **karenos.shakti@gmail.com**

### **THANK YOU for your interest in our work.**

Sitaram & Sons has been trading for over 23 years (initially as a partnership and since 2007 as a VAT-registered limited company) providing high quality yoga therapy courses and teacher trainings in Total Yoga Nidra and Yoni Shakti Yoga for Women's Health. We also run a CIC called Santosa Eco Yoga Camps which holds the funds for the [Yoni Shakti: The Movement Campaign](#).

We are a team of eight core members working remotely. During the last year the company has pivoted successfully to the provision of immensely popular and successful online courses.

## **Job Outline**

This position is key in the smooth delivery of our live, online circles, workshops and teacher trainings, which most often, but not exclusively, happen in the evenings and at weekends on Zoom. You will ensure that all the tech runs smoothly and support facilitators and participants to solve any tech issues.

## **Responsibilities**

Specifically the Online Event Assistant will:

- Maintain accurate attendance records.
- Email absentees.
- Report attendance to the course manager.
- Feedback relevant questions and queries posted in the Online Learning Sanctuary to the course facilitators in a timely manner.
- Liaise with course facilitators as in advance of course start time.
- Arrive early to open the Zoom room.
- Admit attendees.
- Ensure sessions are recorded appropriately.
- Support attendees with basic functionality of Zoom.
- Monitor chat box and feedback to course facilitators.
- Provide course manual and course book page numbers.
- Create and monitor break out rooms, including providing time alerts.
- Create WhatsApp groups for participants and tutors.

## Person specification

		<b>Essential</b>	<b>Desirable</b>
1	You are punctual and highly reliable,	YES	
2	You can reliably work remotely and you have sufficient internet connection and a suitable computer, camera and sound equipment for online video calling.	YES	
3	You have proven IT skills and experience in supporting colleagues and customers in IT use.	YES	
4	You have experience using Zoom, Google Drive, WhatsApp and Teachable or a similar virtual learning environment.	YES	
5	You have excellent communication skills.	YES	
6	You are fluent in both written and spoken English.	YES	
7	You are adaptable, keen to take responsibility, and committed to following through with all tasks with accountability to other team members.	YES	
8	You also have a willingness and capacity to attend course prep and debrief meetings during UK working hours.	YES	
9	You resource yourself with a regular reconnection, nurture and renewal practice.		YES
10	You hold a yoga teacher training or yoga therapy qualification and have an in-depth knowledge of the wider world of the international yoga industry, yoga nidra and yoga therapy communities and women's empowerment work.		YES