



Job Posting: Office Coordinator

With support from the Leadership Team, the Office Coordinator is the heartbeat of the Salt Spring Centre of Yoga's head office. The Coordinator will be responsible for the Centre's administrative activities, front-facing inquiries, and will provide overall scheduling and organizing support to the Centre.

The Office Coordinator acts as an entry point for guests, visitors, and volunteers who may contact the Centre in person, by phone or email. We are looking for someone to be a valued part of our team, who ensures that the Centre's office is a functional and friendly place where anyone who interacts with us can find the information and help they need in an efficient way.

The Office Coordinator participates in, and is aware of, the primary values and the intention of the Salt Spring Centre of Yoga and strives to create an environment and processes that align with this vision. This includes regular involvement in leadership team meetings, communications, and trainings. Currently, this role will report directly to the Executive Director.

This position assumes primary management of the following duties including, but is not limited to:

- Office administration and reception
- Oversight of retail inventory and sales
- Volunteer coordination and support
- Rental's administration, coordination, and event space scheduling

Qualifications, Skills and Attributes

- Experience in administration and/or in the efficient operation of a small office
- Ability to balance seeing the 'big picture' with paying attention to the details
- Experienced in handling a wide range of administrative and support related tasks
- Diverse computer skills, including a proficiency with Microsoft Office
 - experience with Retreat Guru and/or a CRM system would be an asset
- Able to work independently, problem solve, prioritize, and manage time effectively
- Highly adaptable and can excel in ambiguity
- Excellent written and verbal communication skills
- Developed interpersonal skills, experience in public-facing roles
- Ability to work well with within a team
- Interest in any or all: yoga, spiritual practice, self-development



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This is a full-time, 1 year contract position with the opportunity for renewal. Salary is \$38,000/year plus paid vacation and some paid flex/sick time off. This position is not available for remote work.

Many people experience transformation from being a part of the pristine Centre land nestled in the heart of Salt Spring Island. You will be working alongside people who are committed to exploring community, spiritual practice and selfless service. There are elders around the land who have wisdom to share and overall, we strive to have a peaceful work environment where you are supported to bring your best and whole self.

Residential Opportunity Available

While not required, this position can offer the possibility of room and board. Those interested in joining our residential community should be open to living in an intentional yoga community, engaging with others in a positive way, and keeping a clean and sober environment (no drugs or alcohol on the property). The community asks everyone to abide by the lacto-vegetarian guidelines while on the property. More details about the residential application agreements can be provided during the interview.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

This position is not available for sponsorship, only candidates legally entitled to work in Canada can be considered.

The Salt Spring Centre of Yoga is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.