



An opportunity to serve in the Integral Yoga Academy!

Position Available:

Continuing Education Coordinator

The Academy is looking for a new Continuing Education Coordinator. This is a part time position to assist directly with Continuing Education in Yogaville.

This position requires an organized, independent, creative, and timely individual, willing to work well with others and learn new things.

Responsibilities include, but are not limited to:

1. Processing Continuing Education Credit (CEU) (Yoga Alliance) forms & Issuing certificates
2. Creating Program Evaluations for ALL Academy programs and sending out to appropriate persons
3. Summarizing Academy program evaluations
4. Processing Credit Card Charges
5. Creating Teacher Training Diplomas
6. Keeping up-to-date Integral Yoga Program records, both physically and on the IY DATA network (computer)
7. Requesting, Processing, and Filing all upcoming program presenter documents
8. Keeping Program Registry up-to-date

This is a great way to get involved in the Integral Yoga Academy and to serve in Yogaville!

For any inquiries about the position, contact Gopal Watkins in the Academy (434) 969-3121
EXT: 137 and/or speak with Purnima Trifonova (434) 969-3121 EXT: 164.