

## POSITION AVAILABLE: MEMBERSHIP COORDINATOR

The Integral Yoga Teachers Association (IYTA) is seeking a self-motivated, energetic person (preferably and Integral Yoga instructor) to fill the position of **Membership Coordinator**.

Responsibilities include:

- Coordinating IYTA Member Services
- Receiving, processing, soliciting and following up with membership applications and renewals in a timely manner
- Entering data: IYTA database (FileMaker Pro), Web site (basic HTML)
- Responding to email inquiries
- Administering the IYTA internet Forum
- Tracking Teacher Trainings offered worldwide to offer the benefits of membership to graduates
- Helping the director develop more opportunities and services for IYTA members.

Additional Opportunities (as interested and available)

- Contribute to the IYTA Newsletter
- Contribute to annual planning of Academy programs

Skills required

- Personable, outgoing, helpful personality
- Good communication skills - both written and oral
- Familiar with ashram personnel, departments and facilities
- Computer proficiency
- Familiarity with basic database operations
- Strong organizational skills

The IYTA is housed within the Integral Yoga Academy, where we offer a team-based and flexible working environment. If you are interested in this 3/4 to full time paid position; please contact Gopal Watkins at [gopal@iyta.org](mailto:gopal@iyta.org) or 434.969.3121 ext 137. A two year commitment is requested. Starting date is on or around September 1<sup>st</sup>.