



KRI Aquarian Trainer Academy & Teacher Training Programs (ATA)

Job Description

Job Title: Project Manager

Start date (approximate): December 1, 2015

Full-time: Salaried position

PURPOSE:

This position is part of a dedicated team that manages the outreach, development and administration of world-wide Aquarian Teacher Training programs in Kundalini Yoga, and the international Aquarian Trainer Academy. The job purpose is to provide project management and professional skills to plan, organize, manage, coordinate and execute project activities that ensure reliable and consistent system, development and team processes and outcomes.

SCOPE:

The job is a new position and the successful candidate will play a key role to fine-tune the job structure, and streamline its function and fit within the ATA team. This position will have a broad scope requiring management of various projects simultaneously and negotiating multi-layered interface with staff members and volunteer development teams. Project management will engage a range of areas such as development and refinement of teacher training programs, managing interface with related international organizations, monitoring systems development, and more. Project frameworks will vary. Some will begin with start-up and others may already be in preliminary stages. Certain projects will have finite timelines and be overseen by senior management. Some may be seasonal and headed by the project manager, and others may become ongoing responsibilities for the position.

RESPONSIBILITIES

1. Manage projects as assigned; develop comprehensive project plans, priorities, work breakdowns, and schedules.
2. Manage volunteer and staff teams, maintain timelines and coordinate planning with project team members through meetings and shared written and oral reporting and communications.
3. Structure work activities to successfully accomplish overall completion of assigned projects.
4. Monitor work schedules and deliverables of project team members; provide project guidance to team.
5. Organize and monitor project resources as necessary to complete project tasks.
6. Generate timely and accurate project updates and related information on assigned projects; collect, organize, and maintain data as needed; provide written or verbal reports as needed.
7. Organize and maintain administrative functions for the position such as schedule meetings and record notes and decisions; manage detailed team task lists, responsibilities and team reminders; create forms, documentation systems and historical files as needed; ensure project teams are properly supported.
8. Perform related duties as required.

KNOWLEDGE OF:

Project management principles and practices; KRI training program and trainer development processes; project assessment and reporting techniques; proposal preparation techniques; quality standards techniques; effective practices for managing complex work assignments; standard operating procedures for modern office equipment including a computer and standard office software programs, and project management programs; English grammar, punctuation and vocabulary standards.

SKILLS TO:

- Manage diverse multiple projects and function effectively in an adaptable and flexible environment.
- Recognize project and system needs and set up efficient structures with consistent follow through.
- Navigate easily between big picture project perspectives and detailed support systems and tasks.
- Provide effective reporting to senior management, in both written and verbal form.
- Evaluate and resolve technical or management issues within a project.
- Set project goals and objectives and define activities that must be performed to accomplish them.
- Utilize a personal computer, systems and software relevant to the job.
- Function in a tech adept fashion; well-versed in basic computer programs Word, Excel, Outlook and able to quickly and easily research and utilize online resources and systems.
- Be self-motivated, take initiative; complete timely follow through on management directives.
- Operate in a well-organized, and timeline conscious and detail oriented fashion.
- Establish and maintain effective working relationships internally and externally, and function well in a volunteer and staff team environment with strong communication and people skills.
- Able to assert oneself and negotiate with both peer and senior management team members.
- Operate with an international consciousness and resonance for cross-cultural perspectives and communications.

EDUCATION

A Bachelor's degree from an accredited college or university, preferably with major course work in a field related to either international, cross-cultural or educational studies and/or organizational management.

EXPERIENCE

- Two years or more project management work experience and project leadership is preferred.
- Applicants with strong related work experience and transferrable skills will be considered.

MOTIVATED APPLICANTS ARE

- Inspired by the mission of KRI and international teacher training
- A graduate of a KRI teacher training program (*helpful, but not required*)

To Apply: Email Letter of Interest and Resume to executivemanager@kriteachings.org