

Position Title: Siddha Yoga Music Department Coordinator

The Siddha Yoga Music Department Coordinator oversees the administrative and managerial functions for the Siddha Yoga Music Department.

Responsibilities include:

- Overseeing sevites in the department and ensuring the success of the team
- Coordinating, setting priorities, and delegating all departmental projects appropriately
- Developing and maintaining outreach and communication processes with music sevites in the sangham
- Ensuring the maintenance and documentation of the department organization, budget, procedures, and systems

Qualifications include:

- Management and leadership skills
- Basic and practical computer skills
- Fluency in English is essential, and it is helpful to have knowledge of other languages (especially Hindi and Spanish)
- Effective communication and listening skills