

Aspirant Area Manager

Aspiring for Knowledge is an individual choice. The Aspirant Area Manager will ensure that all the resources that a person needs to prepare for, ask for, and receive the gift of Knowledge are available. The main responsibility of this area is to make the Keys accessible worldwide, to keep the Keys' supporting materials updated, and to track their usage.

Key responsibilities

- Manage the area according to the guidelines set in the area's Constitution (note: a copy of the Constitution will be made available during the interview process).
- Recruit a team through the SAM process to manage the needs of aspirants worldwide; define the roles and responsibilities of team members with agreed-upon performance and targets.
- Maintain the integrity of *The Keys* process.
- Periodically refresh *The Keys* supporting materials to present the best available learning material for the aspirant at any given time.
- Identify obstructions, breakpoints and inefficiencies in the support system so that the process can be made as smooth and simple as possible.
- Ensure reliable feedback is gathered in order to refine and amend support and materials to fit the needs of particular communities.
- Use the tracking system designed by the GPI Research & Development Area to track the number of people on *The Keys* on a global basis.
- Interface with GPI Assistance Manager to set up an access point through which Aspirants can have access to information and resources to help support them.
- Manage the global distribution of the Keys with the focus on making them readily, quickly and easily available; explore new methods of distribution.
- Develop fundraising strategies so that activities related to the production and distribution of *The Keys* on a global basis can be paid for.
- Provide quarterly and annual budgets to the GPI Manager or designee.
- Create and maintain a manual for the area.
- Identify and train one of the team members to be a qualified backup and create trainings for new team members.
- Ensure the collection of all required statistics, and document all relevant milestones and issues.
- Report to the GPI Manager or designee.

Skills

- Managerial experience in a professional capacity
- Passion for Maharaji's work and for helping others
- Ability to assess situations and develop solutions in tandem with GPI Managers & teams

- Community building experience (including virtual, social media) a plus
- Results-oriented mindset and able deliver results effectively in a volunteer-based environment.
- Work effectively with volunteers from diverse multicultural backgrounds.
- It is important for the area to be as self-sufficient as possible. The candidate needs to have enough business understanding to craft sponsorship/fundraising drives and appeals to pay for initiatives.
- Be a team player and work with the team towards achieving area's objectives.
- Organized and systematic; able to work with teams in multiple regions.
- Ability to use and understand English clearly and communicate effectively, both orally and in writing.
- Basic Excel, PowerPoint and Word skills.

Resources

- Internet access, private computer with Microsoft Office software, Skype, phone.
- Able to attend an annual meeting.

Location

- From anywhere. Virtual.

Time required

- 10 hours weekly, probably longer for the first 2-3 months.
- Commitment: Starting now for a minimum of one year. There will be a 3-month probation period and evaluations every 6 months thereafter.

Application

- Attach your professional resume/CV demonstrating relevant experience.
- Provide two recent references.
- Include a cover letter indicating why you are interested in this position and how your experience and skills match its requirements.
- There will be a selection process. Criteria: most qualified and experienced volunteers will be selected.
- Incomplete applications will not be considered.
- Provide Smart card details
- Please send your application to: GPIvolunteeropportunities@gmail.com

Volunteering Opportunity

Assistant Art Director for ADI Magazine

Project Objective	To continually give people a high-quality magazine with edited addresses of Prem Rawat. The English edition is being published 1 or 2 times a year and is also being published in other languages.
What can you do?	Assist the art director with whatever graphic work is needed. Details: <ul style="list-style-type: none">- ADI is being re-designed with the purpose of: a) making it less costly; b) publishing on a worldwide delivery service in several languages at once.- For each issue being produced, there will be a production plan, which is negotiated with all involved. This plan sets precise dates for deliveries (deadlines).
What skills and experience do you need?	<ul style="list-style-type: none">- Professional design experience required – familiarity with InDesign, Photoshop, typography, etc. Experience with Adobe Illustrator is a plus.- Internet and computer savvy.- Project management skills.- Passion for Prem Rawat’s message and enthusiasm for ADI.- Ability to work in a team of volunteers and be able to commit and deliver.- There will be an interview.
What resources do you need?	<ul style="list-style-type: none">- Computer and Internet access.- Adobe Creative Suite (CS4) software.- Telephone or Skype. Preferably Skype (free software).

Where can you do it?	Anywhere	
When does it need doing?	Starting now for a period of 6 months, which can be extended.	
How long will it take?	For each issue of ADI, 20-30 hours (2 issues a year). In between production periods, 5-10 hours per month.	
Who do you contact?	<i>Sam.ned@gmail.com</i>	HNK-PDF

<h2>Volunteering Opportunity</h2> <h3>Events Assistant</h3>	
Project Objective	Providing administrative support and assist the Global Events Manager
What can you do?	To assist the Global Events Manager and to provide administrative support.

	<p>Details:</p> <ul style="list-style-type: none"> • Organizing meetings; • Preparing and taking documentation; • Coordinating special projects; • Monitoring projects; • Collating induction materials; • Implementing basic office processes; • Responding to e-mail inquiries.
<p>What skills and experience do you need?</p>	<ul style="list-style-type: none"> • Able to think clearly and proactively. • Being able to work within time constraints and displays resilience. • Need to have relevant professional experience. • Strong teamwork skills. • Strong Verbal & Written Communication Skills. • Proficient with Mac and/or PC . • Good - Excellent Office skills. • Have received the Techniques of Knowledge as taught by Prem Rawat
<p>What resources do you need?</p>	<p>PC or Mac at home with a good Internet connection (preference for Mac).</p> <p>Land line and/or mobile (mobile preferred).</p> <p>Office software (Word-Excel-PowerPoint) and Skype (free software).</p>
<p>Where can you do it?</p>	<p>Virtual. Can be anywhere but within the European-African time zone.</p>
<p>When does it need doing?</p>	<p>Needed ASAP. It is an ongoing role.</p> <p>The role is for the period of one year, which can be extended.</p>

	There will be a probation period of three months.	
How long will it take?	6-12 hrs weekly.	
Who do you contact	<i>Sam.ned@gmail.com</i>	Please provide CV/Resume with professional and service history.

GPI Assistance Area Manager

The GPI Assistance Area Manager will provide the necessary information, materials, equipment and training needed to support other GPI areas engaged in peace initiatives around the world. All efforts should be as effective, convenient, sustainable and measurable as possible. It is important that this area provide easily accessible support that is useful, customizable, and on demand.

Key responsibilities

- Manage the area according to the guidelines set in this areas's constitution (note: a copy of the Constitution will be made available during the interview process).
 - Develop teams (through the SAM process) for the different regions and demographics to research and document the most useful approaches, materials, and support equipment for GPI activities.
 - Set up a single access point (phone/email) for each region that people with Knowledge and aspirants can use to request information and resources.
 - Help in the creation of approaches, trainings and related materials that satisfy the needs of each region.
 - Track the number of interested people globally (tracking system will be provided), evaluate the performance of GPI activities, and develop a means of sharing ideas between regions.
 - Create and maintain a manual for the area.
 - Identify and train one of the team members to be a qualified backup and create trainings for new team members.
- Help develop fundraising strategies so that the initiatives can be paid for.
- Provide quarterly and annual budgets to the GPI Manager or designee.
 - Ensure the collection of all required statistics, and document all relevant milestones and issues.

- Report to the GPI Manager or designee.

Skills

- Managerial experience in a professional capacity
- Passion for Maharaji's work and for helping others
- Ability to assess situations and develop solutions in tandem with GPI managers & teams
- Results-oriented mindset and able deliver results effectively in a volunteer-based environment.
- Work effectively with volunteers from diverse multicultural backgrounds.
- It is important for the area to be as self-sufficient as possible. The candidate needs to have enough business understanding to craft sponsorship/fundraising drives and appeals to pay for initiatives.
- Be a team player and work with the team towards achieving area's objectives.
- Organized and systematic; able to work with teams in multiple regions.
- Ability to use and understand English clearly and communicate effectively, both orally and in writing.
- Basic Excel, PowerPoint and Word skills.

Resources

- Internet access, private computer with Microsoft Office software, Skype, phone.
- Able to attend an annual meeting.

Location

- From anywhere. Virtual.

Time required

- 10 hours weekly, probably longer for the first 2–3 months.
- Commitment: Starting now for a minimum of one year. There will be a 3-month probation period and evaluations every 6 months thereafter.

Application

- Attach your professional resume/CV demonstrating relevant experience.
- Provide two recent references.
- Include a cover letter indicating why you are interested in this position and how your experience and skills match its requirements.
- There will be a selection process. Criteria: most qualified and experienced volunteers will be selected.

- Incomplete applications will not be considered.
- Provide Smart card details.
- Please send your application to: GPivolunteeropportunities@gmail.com

Lead Budget Analyst

The purpose of budgeting is to plan and cost all activities in the GPI department before implementation. This ensures proper prioritization and fiscal responsibility. The Lead Budget Analyst works with each sub-area to make sure that budgeting is in place and also to introduce them to an ROI understanding that will move them toward self-sufficiency.

Key responsibilities

- Manage the area according to the guidelines set in its Constitution (note: a copy of the Constitution will be made available during the interview process).
- Ensure that all GPI sub-areas are on track to develop their quarterly and annual budgets with guidance on financial planning & budgeting.
- Work with each sub-area to ensure that budgets are accurate.
- Counsel the GPI Manager on the details of the budgets and also be pro-active and transparent in communication with the GPI Manager if there are issues with any of the budgets or financial plans.
Help the GPI Manager with the development of the rolled-up GPI Area budget.
- If requested by a sub-area, help recruit a volunteer-based team to provide financial planning & budgeting support; also define team members' roles & responsibilities.
- Develop a two-level training on fiscal planning: 1) a high-level training on basics for the managers and 2) a detailed training for the analyst team and any other interested party who so requests.
- Create and maintain a manual for the area.
- Identify and train one of the team members to be a qualified backup and create trainings for new team members.
- Ensure the collection of all required statistics, and document all relevant milestones and issues.
- Report to the GPI Manager or designee.

Skills

- Background in finance or accounting.
- Solid Excel, PowerPoint and Word skills.
- Be organized and systematic.
- Be a team player and work with your team towards the GPI Area and the Budget's objectives.

- Ability to use and understand English clearly.
- Ability to communicate effectively, both orally and in writing.
- Results-oriented mindset and able to deliver results effectively in a volunteering environment.
- Work effectively with volunteers from diverse multicultural backgrounds
- It is important for all areas to be as self-sufficient as possible.
- The candidate needs to have enough business understanding to craft sponsorship/fundraising drives and appeals to pay for initiatives; and to assist other Area Managers in this regard.

Resources

- Internet access, private computer with Microsoft Office software, Skype, phone.
- Able to attend an annual meeting.

Location

- From anywhere. Virtual.

Time required

- 10 hours weekly, probably longer for the first 2–3 months.
- Commitment: Starting now for a minimum of one year. There will be a 3-month probation period and evaluations every 6 months thereafter.

Application

- Attach your professional resume/CV demonstrating relevant experience.
- Provide two recent references.
- Include a cover letter indicating why you are interested in this position and how your experience and skills match its requirements.
- There will be a selection process. Criteria: most qualified and experienced volunteers will be selected.
- Incomplete applications will not be considered.
- Provide Smart card details.
- Please send your application to: GPIvolunteeropportunities@gmail.com

GPI New Areas Manager

Maharaji hopes that everyone has an opportunity to hear his message and, if they want to pursue it further, be provided with all the resources they need to explore, discover, learn about, and enjoy it for the rest of their lives. The GPI New Areas manager will help research, develop and implement customized strategies in areas where very few people have heard this message so that the Global Peace Initiative efforts can take root and flower.

Key responsibilities

- Manage the area according to the guidelines set in the area's Constitution (note: a copy of the Constitution will be made available during the interview process).
- Along with the GPI Manager, recruit a team (through the SAM process) to help with GPI activities in these new locations; define their roles and responsibilities; and manage the team with agreed-upon performance indicators and targets.
- Analyze regions where the Global Peace Initiative can start.
- Determine what kind of support is needed for the Global Peace Initiative to take hold and ultimately flourish in the identified places, including liaising with neighboring, active communities where applicable.
- Institute and maintain a tracking system (i.e., metrics) to get information regarding the success or failure of initiatives.
- Develop fundraising strategies so that the initiatives can be paid for.
- Provide quarterly and annual budgets to the GPI Manager or designee.
- Create and maintain a manual for the area.
- Identify and train one of the team members to be a qualified backup and create trainings for new team members.
- Ensure the collection of all required statistics, and document all relevant milestones and issues.
- Report to the GPI Manager or designee.

Skills

- Managerial experience in a professional capacity
- Passion for Maharaji's work and for helping others
- Ability to assess situations and develop solutions in tandem with GPI managers & teams
- Community building experience (including virtual, social media) a plus
- Results-oriented mindset and able deliver results effectively in a volunteer-based environment.
- Work effectively with volunteers from diverse multicultural backgrounds.
- It is important for the area to be as self-sufficient as possible. The candidate needs to have enough business understanding to craft sponsorship/fundraising drives and appeals to pay for initiatives.
- Be a team player and work with the team towards achieving area's objectives.
- Organized and systematic; able to work with teams in multiple regions.

- Ability to use and understand English clearly and communicate effectively, both orally and in writing.
- Basic Excel, PowerPoint and Word skills.

Resources

- Internet access, private computer with Microsoft Office software, Skype, phone.
- Able to attend an annual meeting.

Location

- From anywhere. Virtual.

Time required

- 10 hours weekly, probably longer for the first 2–3 months.
- Commitment: Starting now for a minimum of one year. There will be a 3-month probation period and evaluations every 6 months thereafter.

Application

- Attach your professional resume/CV demonstrating relevant experience.
- Provide two recent references.
- Include a cover letter indicating why you are interested in this position and how your experience and skills match its requirements.
- There will be a selection process. Criteria: most qualified and experienced volunteers will be selected.
- Incomplete applications will not be considered.
- Provide Smart card details.
- Please send your application to: GPVolunteeropportunities@gmail.com

GPI Research & Development Lead

The Research and Development Area is responsible for researching and identifying new initiatives and innovative outreach programs and for developing systems to measure their success. Feasibility studies will be required to understand the applicability of these programs according to each region's specific needs. In addition, this sub-area will share ideas that could work in different regions and/or organizational units.

Key responsibilities

- Manage the area according to the guidelines set in the area's Constitution (note: a

copy of the Constitution will be made available during the interview process).

- Develop teams for different demographics and regions; brainstorm and research initiatives; and assist the GPI Manager in communicating with these teams.
- With input from the appropriate areas within the GPI Department, design a sustainable system to accurately track the number of interested people and people engaged in the Keys process throughout the world.
- Develop market research and survey tools on demand from the different sub-areas.
- Institute and maintain feedback from local communities to assist in developing materials
- Help the GPI Assistance, Key Six Follow-up, and Aspirant areas design and implement a single-access point system (phone or email helpdesk) through which people can request help and support for GPI activities.
- Help the different sub-areas institute and maintain a tracking system (i.e., metrics) to get information regarding pilot initiatives.
- Develop ideas and initiatives which will work across different regions and demographic segments.
- Identify initiatives that have commercial potential through the Revenue Department
- Create and maintain a manual for the area.
- Identify and train one of the team members to be a qualified backup and create trainings for new team members.
- Ensure the collection of all required statistics, and document all relevant milestones and issues.
- Report to the GPI Manager or designee.

Skills

- Managerial experience in a professional capacity
- Passion for Maharaji's work and for helping others
- Ability to assess situations and develop solutions in tandem with GPI Managers & teams
- Results-oriented mindset and able deliver results effectively in a volunteer-based environment.
- Work effectively with volunteers from diverse multicultural backgrounds.
- It is important for the area to be as self-sufficient as possible. The candidate needs to have enough business understanding to craft sponsorship/fundraising drives and appeals to pay for initiatives.
- Be a team player and work with the team towards achieving area's objectives.
- Organized and systematic; able to work with teams in multiple regions.
- Ability to use and understand English clearly and communicate effectively, both orally and in writing.
- Basic Excel, PowerPoint and Word skills.

Resources

- Internet access, private computer with Microsoft Office software, Skype, phone.
- Able to attend an annual meeting.

Location

- From anywhere. Virtual.

Time required

- 10 hours weekly, probably longer for the first 2–3 months.
- Commitment: Starting now for a minimum of one year. There will be a 3–month probation period and evaluations every 6 months thereafter.

Application

- Attach your professional resume/CV demonstrating relevant experience.
- Provide two recent references.
- Include a cover letter indicating why you are interested in this position and how your experience and skills match its requirements.
- There will be a selection process. Criteria: most qualified and experienced volunteers will be selected.
- Incomplete applications will not be considered.
- Provide Smart card details.
- Please send your application to: GPVvolunteeropportunities@gmail.com

Key Six Follow-Up

In *The Keys*, Maharaji speaks of the importance of keeping in touch — of listening, practicing, and participating — so that there can be continued enjoyment. The manager of this area will ensure that those who have recently received Knowledge are provided with the access, materials, and assistance they need to progress in their personal journey.

Key responsibilities

- Manage the area according to the guidelines set in the area's Constitution (note: a copy of the Constitution will be made available during the interview process).

- Put in place an effective system of follow-up for people who have recently received Knowledge.
- Develop means of communication to help people who have recently received Knowledge be aware of resources that will help them to stay in touch.
- Develop local community support programmes, where applicable.
- Propose additional supporting materials, such as videos, specifically designed for those who have recently received Knowledge, where needed.
- Recruit a team through the SAM process by defining their roles and responsibilities with agreed upon performance indicators and targets.
- Responsible for managing the SAM (Service Area Management) area, working to integrate SAMs into local communities in order to provide participation opportunities
- Provide feedback for the development of access points (phone or email) in every region through which people who have recently received Knowledge can access needed resources.
- Integrate Smart Card application into the post-Keys process.
- Measure effectiveness of initiatives, collect required statistics, and document all relevant milestones and issues.
- Create and maintain a manual for the area.
- Identify and train one of the team members to be a qualified backup and create trainings for the new team.
- Develop fundraising strategies so that the initiatives can be sustainable and self-sufficient
- Provide quarterly and annual budgets
- Report to the GPI Manager or designee.

Skills

- Managerial experience in a professional capacity
- Passion for Maharaji's work and for helping others.
- Ability to assess situations and develop solutions in tandem with GPI managers & teams.
- Managerial experience.
- Community building experience (including virtual, social media) a plus.
- Results-oriented mindset and able deliver results effectively in a volunteer-based environment.
- Work effectively with volunteers from diverse multicultural backgrounds.
- It is important for the area to be as self-sufficient as possible. The candidate needs to have enough business understanding to craft sponsorship/fundraising drives and appeals to pay for initiatives.
- Be a team player and work with the team towards achieving area's objectives.
- Organized and systematic; able to work with teams in multiple regions.
- Ability to use and understand English clearly and communicate effectively,

both orally and in writing.

- Basic Excel, PowerPoint and Word skills.

Resources

- Internet access, private computer with Microsoft Office software, Skype, phone.
- Able to attend an annual meeting.

Location

- From anywhere. Virtual.

Time required

- 10 hours weekly, probably longer for the first 2–3 months.
- Commitment: Starting now for a minimum of one year. There will be a 3–month probation period and evaluations every 6 months thereafter.

Application

- Attach your professional resume/CV demonstrating relevant experience.
- Provide two recent references.
- Include a cover letter indicating why you are interested in this position and how your experience and skills match its requirements.
- There will be a selection process. Criteria: most qualified and experienced volunteers will be selected.
- Incomplete applications will not be considered.
- Provide Smart card details
- Please send your application to: GPivolunteeropportunities@gmail.com

Volunteering Opportunity

Photo Editor for ADI Magazine

Project Objective	<p>To continually give people a high-quality magazine with edited addresses of Prem Rawat. The English edition is being published 1 or 2 times a year and also is being published in other languages.</p>
What can you do?	<p>Be responsible for the photos in ADI Magazine.</p> <p>Details:</p> <p>The Photo Editor works with the Editor on the photos of the magazine. First, the Photo Editor provides the Editor with a good amount of photos in low resolution. The Editor and the Art Director then make the initial layout of the magazine with the photos they select. Upon agreement, the Photo Editor prepares the chosen photos for print (conversion from color to black & white, touching up, contrasts, etc.) and submits these pictures in high resolution, ready to print.</p> <p>The Photo Editor will have online access to a large selection of photos and needs to have the proper computer/Internet connection to transmit large files.</p> <p>For each issue being produced, there will be a production plan, which is negotiated with all involved. This plan sets precise dates for deliveries (deadlines).</p>
What skills and experience do you need?	<ul style="list-style-type: none"> - Professional experience with photo and print. - Internet and computer savvy. - Project management skills. - Passion for Prem Rawat's message and enthusiasm for ADI. - Ability to work in a team of volunteers and be able to commit and deliver. - There will be an interview.
What resources do you need?	<ul style="list-style-type: none"> - Computer and Internet access. - Photoshop or similar software to work with the online photos. - Telephone or Skype. Preferably Skype (free software).
Where can you do it?	<p>Virtual project. From anywhere.</p>

When does it need doing?	Starting now for a period of 6 months, which can be extended.	
How long will it take?	5 hours per month on a yearly basis. At times of production, 10 hours per month.	
Who do you contact?	<i>Sam.ned@gmail.com</i>	HNK-PDF

Volunteering Opportunity Regional Catering Contact (RCC) for Events in Europe	
Project Objective	Prem Rawat speaks around the world at Events where different types of audiences can listen to his message of peace. Regional Catering Contact (RCC) is responsible for and helps to implement catering for Events in Europe, coordinating remotely a team of Local Catering Contacts (LCCs)
What can you do?	<ul style="list-style-type: none"> • Communicate with and report to Head of Event Catering (HEC) • Understand the Local Catering Contact (LCC) role and support them to implement standards of Event Catering as required • Recruit LCCs for the region working with SAM • Train, supervise and review Local Catering Contacts (LCCs) as per guidelines/manual • Ensure that the LCCs in your region maintain and encourage team integrity, the highest standards of H&S and highest possible standards of food quality • Prior to Event review all catering contracts before they are signed and get regular updates from the LCC to ensure they are following the guidelines • Monitor and oversee from a distance, follow up on issues that arise • Assess performances rapidly and apply changes accordingly • Debrief the LCC after each event • Ensure the LCC sends a copy of post event debriefs and final checklists to you • Evaluate the LCC and his/her team's performance after each Event • Ensure the LCCs have overview of all debriefs from the region

	<ul style="list-style-type: none"> • Produce concise and prompt reports • Discuss the evaluation results with Head of Event Catering (HEC) and agree on further action
What skills & experience do you need?	<ul style="list-style-type: none"> • Excellent people management & communication skills • Clear and active organiser – able to keep things simple • Proactive and flexible manner • Able to work within a team and to develop and improve team interaction and awareness • Responsible, reliable and discreet • Has or can obtain a very good understanding of the parameters of catering within an Event (experience a plus but not essential) • Ability to absorb related/relevant information and implement it practically • Full Catering Health & Safety knowledge & awareness • Good common sense and knowledge and respect of PR and legal issues • Good English speaking and writing skills • Able to respond promptly • Must have good managerial experience of helping at Events in Europe • Have received Prem Rawat's techniques of Knowledge
What resources do you need?	<ul style="list-style-type: none"> • Computer skills (Excel, Word, use of Yahoo doc) • Catering guidelines Manual • H & S Training can be given • Full training and ongoing support will be provided • No expenses covered
Where can you do it?	From home (on-site venues in UK and/or Europe once/twice only if needed for training purposes)
When does it need doing?	<ul style="list-style-type: none"> • Position currently available
How long will it take?	<p>On accepting role: 7hrs (within a week) to go through documentation provided</p> <p>Working with SAM on description of LCC role and start recruitment: average</p>

	<p>of 2h per week for three weeks</p> <p>Pre-event: average 2hrs daily up to 2 weeks once Event has been confirmed (this subject to number of Events confirmed)</p> <p>During Event: No participation required onsite unless shadowing is agreed</p> <p>Post Event: 1hr a day up to five days from home to provide final evaluation and debrief results of different Events</p> <p>After all Events are over in the region: Compile and consolidate report: 4hrs over a weekend</p>	
Who do you contact?	<p>Lola.Perez@samteam.net</p> <p>References and interview required. Review after 6 months</p>	<p>Please quote the following reference number in the subject line in emails: RCCEUR</p>
By when?	<ul style="list-style-type: none"> The opportunity will close when the vacancy is filled. 	

<h2>Volunteering Opportunity</h2> <h3>Regional Logistics Manager (RLM)</h3>	
Project Objective	<p>To ensure smooth, safe and timely movements of the travelling event team (MET), traveling crew and equipment for live events within the region.</p>

<p>What can you do?</p>	<p>We are looking for 7 Regional Logistics Managers (one for each global region): North America, Latin America, Europe, Africa, Indian Subcontinent, Asia and Pacific.</p> <p>Each Regional Logistics Manager will report to the Global Logistics Manager, and will be a part of the Global Events Area.</p> <p>Each RLM will build a team of Local Logistics Managers (LLM). One LLM will be present at each event as an extension of the RLM.</p> <p>The RLM is a management role, a coordinator and a point of communication who oversees logistics for the entire region through collaboration with local volunteers and the Global Events Area.</p> <p>Some of the requirement and checklist items for the Regional Logistics Manager are:</p> <ul style="list-style-type: none"> • Maintains a critical contact list for each region. • Provide support Documentation for Visas and Travel. • Book flights, travel, transfers/transport, accommodation arrangements confirmed and itinerary provided through collaboration with a designated travel agent. • Provide information which enables clear access and navigation of location for Maharaji Event Team (MET). • Manage “next event” logistics sustainability within the region (forward planning). • Provide itinerary and schedules for MET. • Organise communication needs such as Internet and phones for MET. • Ensure on-site meals in collaboration with Event Catering. • Submit figures for Logistics Budgets. • Gather and give feedback and oversee continuous improvement within the Global Logistics Area.
<p>What skills and experience do you need?</p>	<p>Management and good people skills.</p> <p>A team player and flexible.</p>

	<p>Good logistics and planning skills and able to be proactive.</p> <p>A selfstarter and able to keep calm under pressure.</p> <p>Attention to detail.</p> <p>Familiar with gathering financial figures and creating budgets.</p> <p>Ability to create alternative solutions and move with changes.</p> <p>Strong communication, writing, speaking and English skills + 1 local language.</p> <p>Basic to intermediate Microsoft Office skills.</p> <p>Must have received the techniques of Knowledge .</p>
<p>What resources do you need or are available?</p>	<p>PC or Mac at home with a high speed Internet connection.</p> <p>Office software (Word-Excel-PowerPoint) and Skype (free software).</p> <p>Telephone.</p> <p>You will have access to Google spreadsheets and you will get a training together with the other Regional Logistics Managers.</p>
<p>Where can you do it?</p>	<p>You can do this from anywhere (virtual).</p>
<p>When does it need doing?</p>	<p><i>Starting now.</i> The role is for six months, which can be extended.</p>
<p>How long will it take?</p>	<p>This is to maintain an ongoing readiness all year around.</p> <p>Hours: when no events: 5-10 hours per week.</p> <p>During events in region: 10-15 hours per week.</p>

Who do you contact?	<i>Sam.ned@gmail.com</i>	Please provide a resumé including a professional and service history, and education. An interview is required.

<h2 style="margin: 0;">Volunteering Opportunity</h2> <p style="margin: 0;">Reporters Words of Peace Global website ‘On the Road with Maharaji’ section</p>	
Project Objective	To cover Maharaji’s events and activities, around the world, for the Words of Peace Global website (WOPG.org).
What can you do?	<p>To report and write up Maharaji’s events in an interesting, lively and professional way.</p> <p>Details:</p> <ul style="list-style-type: none"> - Write articles about events with Maharaji for the ‘On the Road with Maharaji’ section on the WOPG website. - Find good angles and stories about and around an event; capture anything newsworthy about a particular event. - Submit copy within 72 hours after an event. - NOTE: Reporters will receive as much advance notice as possible of upcoming events or activities, in order to volunteer in advance.
What skills and experience do you need?	<ul style="list-style-type: none"> - Applicants should have worked either as a full-time or freelance journalist for a newspaper, magazine or website; or have published writing; or have graduated from a recognized journalism school; Please include cuttings or samples of your work in your application. - Normal journalistic skills e.g.: <ul style="list-style-type: none"> o An eye for a story o Fine writing o Good interviewing skills

	<ul style="list-style-type: none"> ○ The ability to work under deadline ○ A professional attitude to editing 	
What resources do you need?	Computer, e-mail, and word-processing software.	
Where can you do it?	At an event with Maharaji.	
When does it need doing?	As soon as possible	
How long will it take?	The duration of an event and writing time thereafter.	
Who do you contact?	Please send your email to: sam.ned@gmail.com	Please send your professional CV and include cuttings or samples of your work in your application

Volunteer Opportunity Description

TITLE: The Prem Rawat Foundation (TPRF) Grants – Partner Communications

OBJECTIVE: To be part of a team that manages Grants for The Prem Rawat Foundation.

DESCRIPTION:

Follow up with TPRF grant partner organizations to ensure the deliverables (updates, photos, reports, etc) are complete and received from them in a timely manner, including:

- Requesting deliverables from the partner if not received;
- Reviewing reports for completeness and accuracy;
- Obtaining missing information and deliverables if necessary;
- Posting photos for TPRF's use
- Forwarding results to TPRF Grants Manager

SKILLS and EXPERIENCE:

- Excellent email communication skills
- Excellent written and verbal skills
- Attention to detail
- Ability to analyze report content for completeness
- Proficiency with software (Word, Excel), email and the Internet
- Ability to work independently and in a Virtual environment
- Proficiency in English is necessary
- Experience working with charitable organizations is preferred
- Training and support provided
- Background grant documentation provided

RESOURCES: Computer, email with DSL (or higher) connection, Windows office suite or comparable Mac program, Skype (or other long distance) service. Role may include overseas calls (expenses not reimbursable).

VOLUNTEERS REQUIRED: 1

TIME REQUIRED: After the initial training period which may require additional time, 6 to 8 hours a week on average. Ability to respond promptly to emails on ongoing basis (within 24 -48 hours).

LOCATION: Virtual, any location in the world

ADDITIONAL INFORMATION: Writing sample, project manager interview, and references required.

DURATION: One Year, extendable

DURATION OF SERVICE: 1 year, extendable, with 6 month review.

To apply for this role, please contact Rosanne Friedlander, Service Area Manager
 rosanne.friedlander@samteam.net

Volunteering Opportunity Sales and Promotion Manager for ADI Magazine	
Project Objective	<p>To continually give people a high-quality magazine with edited addresses of Prem Rawat. The English edition is being published 1 or 2 times a year and is also being published in other languages.</p>
What can you do?	<p>Be responsible for the sales and promotion of the ADI Magazine, wherever and however sales are taking place.</p> <p>Details:</p> <ul style="list-style-type: none"> - ADI is being re-designed for distribution as a print-on-demand publication ordered online. The aim is to make it possible for any individual around the globe with Internet access to order the magazine (choice of several languages). This also includes the possibility for “locations” that are interested in distributing the magazine, to order in bulk. - You will be responsible for this effort and research future possibilities, especially a global subscription service. You will be cooperating with TPRF and Words of Peace Global efforts already in place. - You will be working with the editor of ADI. Together you will be finding more volunteers for the ADI Distribution Team, for which you will be the project manager.
What skills and experience do you need?	<ul style="list-style-type: none"> - Professional experience with promotion and/or sales is required – at best experience with publishing and media - Internet and computer savvy. - Project management skills. - Passion for Prem Rawat’s message and enthusiasm for ADI. - Ability to work in a team of volunteers and be able to commit and deliver.

	- There will be an interview.	
What resources do you need?	<ul style="list-style-type: none"> - Computer and Internet access. - Telephone or Skype. Preferably Skype (free software). 	
Where can you do it?	Virtual project. From anywhere.	
When does it need doing?	Starting now for a period of 6 months, which can be extended.	
How long will it take?	12-15 hours per month	
Who do you contact?	<i>Sam.ned@gmail.com</i>	HNK-PDF

<h2 style="margin: 0;">Volunteering Opportunity</h2> <h3 style="margin: 0;">iPhone developer</h3>	
Project Objective	Build a native iPhone application to support events and travel.

<p>What can you do?</p>	<p>We look for an experienced iPhone developer who can build native applications on iPhone. The code for the functionality has already been developed for a Macintosh application. Now the code has to be written and compiled for iPhone.</p> <ul style="list-style-type: none"> - Build a native application for iPhone using XCode and Mac OS 10.6 (Snow Leopard). - Modify already existing code and make it usable for iPhone. - Build complementary functionality using X-code and Cocoa framework.
<p>What skills and experience do you need?</p>	<ul style="list-style-type: none"> - Experienced iPhone developer who is able to build native applications. - Familiar with X-code, able to adapt it and able to build complementary functionality. - Comfortable in designing and dealing with a customer and maintain confidentiality - Sufficient fluent in English. - An interview might be asked for.
<p>What resources do you need?</p>	<ul style="list-style-type: none"> - Macintosh version 10.6 Snow leopard. iPhone and X-code environment. - Good means of communication: Phone, Skype, Email. - Technical support is available.
<p>Where can you do it?</p>	<ul style="list-style-type: none"> - Anywhere
<p>When does it need doing?</p>	<ul style="list-style-type: none"> - As soon as possible
<p>How long will it take?</p>	<ul style="list-style-type: none"> - For a period of 6 months (extendable) - During initial development (3 to 4 months) a minimum of 15 to 18 hours a week. Later on having sufficient time for support and updates.

**Who do you
contact?**

Sam.ned@gmail.com

iPhone app