

The Shree Peetha Nilaya BM Communications Team is Looking for a Content Development Team Assistant to Join the Department Full-Time

The Content Development team is in charge of presenting Guruji's message to an international audience, primarily in written content for books, cards, posters, etc. We are looking for a skilled team player to be a department Assistant in at least two of the three areas of Book Marketing, Book Distribution and Book Translations.

Desired Skills

- Excellent English speaking and writing skills.
- Proficient in Word, Excel, InDesign or InCopy.
- A keen eye for detail.
- With the guidance and priorities given by other Comms Team leaders, able to design product launches and write marketing and promotional materials for those launches.
- Can create marketing content to expand awareness of ebooks and increase sales.
- Excellent communicator with managers of the Comms Team, with 'clients' at SPN, and with devotees, especially under time pressure.

Responsibilities

- Uploading and archiving Word files for all projects onto SharePoint for translators.
- Creating Compare Document documents that show translators clearly what has been updated for them to translate.
- Assisting the International Translation Coordinator with file organisation and adding to the content library.
- Submitting files for ebook conversion and monitoring ebook sales with PublishDrive.
- Updating epub files when InDesign book content is updated.
- Tracking progress and giving frequent reports to the Content Team Manager.
- Occasional proofreading as requested.

Personal Abilities

- Able to inspire and lift spirits, seeing the positive in even challenging situations.
- Willing to analyse oneself in response to these situations as well.
- Able to work with each member of the team, and take suggestions for improvement.
- Willing to attend prayers every day, participate in community tasks, perform overtime seva, and spontaneously volunteer to assist the team and community. (In other words, to fully participate in the typical Ashram life at SPN, as expected for all residents.)

If you think that you can meet the above requirements, please send a short resume to gauri@bhaktimarga.org that includes the following:

- Name and spiritual name
- City and country
- Email
- Date of birth
- Education, job experience and skills
- Current picture
- Short motivation about why you would like to come to SPN to do Seva
- The year you met Sri Swami Vishwananda and how you came in contact with Bhakti Marga
- Any previous experience you have had in seva at SPN or for Bhakti Marga in your country
- The desired length of your stay and the date you could start