

Administrative Assistant Volunteer

We are currently looking for an Administrative Assistant to dive into our financial administration and formal documentation, to ensure a well-organized bureaucratic environment.

Become part of Ananda Kalyani and contribute with your administrative knowledge and skills to a spiritually and ecologically minded community, join spiritual practices such as kiirtan and meditation, get access to inspiring knowledge and visions of a regenerative world, live amid astonishing nature, receive spiritual teachings, and get support from spiritual guides through your inner and outer journey.

Ananda Kalyani is a pioneering Integrated Rural Development (IRD) project dedicated to **spirituality, local development, and holistic regeneration**, encompassing environmental, economic, and social aspects. We aim to serve as a model and educational hub for sustainable and regenerative living in the 21st century.

Ideally, someone who:

- Is inspired to support Ananda Kalyani by taking care of financial administration, and formal documents and reports;
- Has an associate's degree and/or experience in business administration or a related field;
- Is equipped with professional administrative writing and reporting skills;
- Has English and Portuguese language skills (reading, writing, speaking);
- Is equipped with computer skills to swiftly navigate the digital world, including proficiency in Google tools and Microsoft Office programs;
- Enjoys working in a structured, precise, and systematic way;
- Handles confidential information with integrity;
- Is proactive, solution-oriented, and reliable;
- Cultivates their own spiritual practice;
- Has their own working material (laptop);
- Is ready to commit for a year (minimum is 6 months);
- Is motivated to be of service for 6 hours a day on 5 days a week. The conditions provided in exchange will be clarified throughout the application process and depend on the level of knowledge, skills, and experience.

Being an Administrative Assistant means to:

1. **Maintain** records and **prepare reports** of financial transactions including bank transfers and cash. This includes and is not limited to:

- Entering each transaction's reference number, date, amount, recipient or source of each amount, category or purpose of the payment, relevant details, or memo on the appropriate spreadsheet, ledger, or journal;
 - Filing properly the related supporting documents (e.g., invoice, receipt, orders);
 - Issuing and filing of both physical and digital receipts;
 - Reconciling monthly bank statements and cash ledgers, and more frequently as needed;
 - Receiving and forwarding to administrator and/or accountant invoices from purchases made by staff and volunteers;
 - Issuing cash reimbursements for purchases as required;
 - Setting up bank transfers for authorization.
2. Assist in the **research, writing, editing** and **designing** of organizational reports and documents, besides forwarding these reports and documents for review and submitting them to the appropriate offices or authorities. This includes and is not limited to:
- Annual activity plan, calendar, report, and budget;
 - ATAs (resolutions, minutes) of the governing bodies;
 - Proposals for funding or other forms of support.
3. Collaborate with administrators to **develop** and **maintain** the system of **storing, filing, and archiving documents**, both digital and physical.

Excited to become part of us as an administrative assistant? Get in touch! Write to us at fsdebruijn@anandakalyani.org, and share your CV and motivation to join Ananda Kalyani's mission in this particular role.