

## Project Assistant Volunteer

**We are currently looking for a committed back-office volunteer, to support in organizing inspiring and empowering Erasmus+ youth exchanges.**

Become part of Ananda Kalyani and contribute with your 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's vision and mission** by supporting the organization of Erasmus+ youth exchanges;
- Has strong **English and Portuguese** language skills (spoken and written);
- Is equipped with **basic computer skills** to swiftly navigate the digital world, using Google tools, Microsoft Office programs, and new computer programs;
- Enjoys **crafting and creating** user-friendly digital information booklets;
- Naturally likes to **organize information** in a structured and clear manner;
- Is **assertive, reliable**, and enjoys working **autonomously**;
- Has a **learning mindset** and learns quickly;
- Cultivates their own **spiritual practice**;
- Has their own working material (laptop);
- Is motivated to be of service for **30 hours a week**;
- Is ready to make a **long-term commitment** of multiple months and ideally a year.

### Being a Project Assistant Volunteer means to:

- Contribute to the organization of the Erasmus+ youth exchanges by taking care of back-office work such as;
  - **Manage the sign-up process** for potential participants;
  - Play a supportive role in the **financial administration** of the exchanges;
  - **Create** information booklets for the participating youth;
  - **Be in touch** with participants through email to answer questions they might have before the exchange;
- Handle personal information and financial matters with **integrity**;
- **Synergize** with the events coordinator as you provide information about the participants (amount, personal details, logistics, etc);
- Receive **guidance and training** from your coordinator, which allows you to work more and more autonomously over time;
- Be part of a **purposeful project!**

As a volunteer, your food and accommodation will be provided. In exchange, you are of service for 6 hours a day 5 days a week, and contribute 10 euro a day. We ask for a contribution to sustain the financial health of this beautiful project.

**Excited to become part of us as a Project Assistant Volunteer? Get in touch! Write to us at [volunteers@anandakalyani.org](mailto:volunteers@anandakalyani.org), and share your CV and motivation to join Ananda Kalyani's mission in this particular role.**