

Job Offer

Administrative Assistant (10 hours/week, fixed term: 2 years starting in August 2026)

Tara Rokpa, an international non-profit organisation, is seeking an administrative assistant for a fixed-term position (2 years) at approximately 10 hours per week. Tara Rokpa works in the field of personal development, psychotherapy, and contemplative approaches.

Key responsibilities

- Provide administrative support for an upcoming international facilitator training programme (primarily delivered online)
- Set up and maintain an archive of materials produced over the past decades

Requirements

- Freelance
- Excellent English skills (written and spoken)
- Strong communication and digital skills, knowledge of learning platforms to support the organisation of the facilitator training
- Experience in setting up and maintaining an archive (digital and/or physical)

The role is primarily remote, with flexible working hours, including one fixed evening hosting a session. After an initial onboarding period, the successful candidate is expected to work independently.

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