



## Administrative Assistance for International Operations

The Monroe Institute (Monroe) is a non-profit organization committed to advancing the global awakening of human consciousness. We provide transformative online courses and immersive residential retreats at our Virginia campus in the United States and various locations across Europe, Latin America, and Asia. Monroe's programs and Expand Meditation App use cutting-edge sound technology, Monroe Sound Science, to help you effortlessly reach deep, meditative, expanded states of awareness. Based on the original revolutionary sound technology developed by Robert Monroe over 50 years ago, Monroe Sound Science now incorporates over 50 additional sound techniques for exploring specific states of consciousness. Research also plays a pivotal role at Monroe. We collaborate with researchers and practitioners in universities and clinical settings to explore new applications and pioneering methods.

### **JOB SUMMARY**

The Administrative Assistant for International Operations is responsible for helping the Coordinator and Director of International Operations organize and direct our efforts to reach an international market more effectively and to organize our expansion efforts.

### **Preferred Qualifications: Education, Knowledge, Skills, and Abilities**

- Some college preferred.
- Proven record of impeccable reliability and accountability.
- Demonstrated strong communication skills, written and verbal.
- Well-organized, detail-oriented, and able to multi-task with great follow-up skills
- Intermediate-level computer skills using Microsoft Office and ability to learn new applications.
- Demonstrated ability to work independently, prioritize, and manage multiple priorities simultaneously.
- Demonstrated team player who works well with others and organizational stakeholders.
- Demonstrated ability to develop effective and collaborative relationships with stakeholders.
- Ability to maintain a positive attitude and quickly adjust when priorities shift.

### **DUTIES AND RESPONSIBILITIES**

- Assists the efforts of International Operations.
- Supports the international operations staff when dealing with participants' and international trainers' concerns/complaints.
- Ensure that program activities operate within the policies and procedures of the organization. and comply with all relevant legal and professional standards.

### **EDUCATION:**

- Some college or technical school experience preferred.
- Job responsibilities subject to change.

Job Type: Full-time employee, on-site  
Rate: \$18.00 (hourly)