

**About Tergar:**

Tergar Meditation Community supports individuals, practice groups, and meditation communities around the world in learning to live with awareness, compassion, and wisdom. Grounded in the Tibetan Buddhist lineage of our guiding teacher, Yongey Mingyur Rinpoche, our online and in-person programs are accessible to people of all cultures and faiths, and support a lifelong path toward the application of these principles in everyday life. Tergar International is a 501(c)3 non-profit organization that develops and delivers Tergar programs, in partnership with our sister organization Tergar Asia. Tergar International is based in the United States of America in the Twin Cities of Minneapolis/ St. Paul, Minnesota, with a staff of nearly 40 employees and core contractors who work in various locations around the world.

**Summary:**

The Administrative Assistant will perform administrative duties related to the Human Resources and the Training team at Tergar International. This individual will report to our Chief Performance and Development Officer.

**Duties/Responsibilities:**

- Retrieves information as requested from records, emails, minutes, and other related documents; prepares written summaries of data when needed.
- Maintains filing systems as assigned.
- Responds to and resolves administrative inquiries and questions.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Proofreads and types documents and correspondence produced by the department.
- May assist with the preparation of human resource reports such as attendance, new hire, and turnover reports.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent organizational skills and attention to detail.
- Extensive knowledge of office management systems and procedures.
- Excellent written and verbal communication skills.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Google Suite and Digitally savvy.
- Ability to maintain confidential information.

**Education and Experience:**

- High school diploma or equivalent required.
- Administrative training required.
- Two years of administrative assistant experience preferred.

**Job Classification**

- Non-Exempt/Hourly (U.S)
- Minimum 4 days/week
- Contract: 1 year

**Compensation and Benefits**

- This is a 100% remote position that will require reliable internet access and personal workspace
- Hourly wage range, \$22/hr

**To Apply**

Please submit your resume/CV and cover letter, along with at least 1 reference to [Hiring@tergar.org](mailto:Hiring@tergar.org).