



Correspondence Champion

Do you have strong communication skills and an hour or two to spare on a Monday or Tuesday evening? We're looking for a couple of volunteers to join our email team, monitoring the general Ourmala inbox to ensure that all enquiries are replied to within 24 hours.

Responsibilities

1. Respond to emails received at hello@ourmala.com with relevant information or forward to the appropriate Ourmala team member (as detailed in the shared online document). This includes information on yoga classes, questions about referrals, donor queries, proposed collaborations and t-shirt ordering procedures, as well as;
2. Admin for our teacher training days, *Refugee Awareness for Yoga Teachers*
 1. Answering queries
 2. Managing the participants list
 3. Recording who has paid

Qualities required

Enthusiastic individual with a genuine interest in positive social change. This role requires commitment, and an ability to work independently with efficiency.

Essential skills required

1. Strong written, verbal and interpersonal communication skills
2. Efficient, organised and diligent
3. IT literate, with skills in Gmail and Google Drive

To apply, please send your CV and covering letter to ourpeople@ourmala.com