Workshops Assistant

The Workshops Assistant will support the Marketing & Events Manager with the operational side of The Life Centre’s programme of workshops and events. This part-time role can be undertaken on a freelance basis and can be done remotely if that suits. It would suit someone who is quick to learn, who has a good eye for detail and is happy to work independently once training has been given.

Key Tasks:

* Liaise with teachers who are scheduled in for workshops & courses to obtain the workshop description, requirements and any personal information (ie. bank details etc).
* Add workshop/course description to our CRM system (mindbodyonline) and schedule workshop for bookings
* Add workshops/courses to website and sync with CRM system
* Create flyers in Indesign and ensure that teachers and centres receive printed copies
* Create Facebook events to promote each workshop
* Liaise with teachers on any special requests for workshops and ensure reception team are informed – e.g. props needed
* Liaise with finance team on anything related to workshop pay – e.g. expenses, teacher/TLC split etc.
* List workshops on external sites – e.g. Yogamatters blog etc
* Add retreats and other ad-hoc updates to The Life Centre website.

Key Competencies

* Experience updating websites
* Copywriting and copyediting skills
* Experience of using Mindbodyonline desirable otherwise the ability to learn new IT systems
* Experience of using Adobe Indesign is desirable
* Ability to work independently and thoroughly – a good eye for detail is essential

Salary dependent on experience. Benefits include free classes at The Life Centre and a 25% discount on events and trainings at The Life Centre and Yogacampus.

To apply please email your CV and covering letter explaining your suitability for the role to Holly@thelifecentre.com