

IYTA Course Manager

About IYTA

The International Yoga Teachers Association is a not for profit organization that exists to promote yoga. Established in 1967 IYTA provides quality yoga teacher training, continuing professional development for teachers through further education and workshops, and continual support for IYTA members and associate members throughout Australia and Internationally. IYTA head office is based in Sydney with State Representatives and International representation.

The Role:

This is a strategic key role within IYTA. The Diploma of Yoga Teaching is central to the success of IYTA. The Diploma course has been running for nearly 50 years and is highly respected throughout Australia and the World. It is registered locally in Australia and Internationally. In addition to the Diploma Course, IYTA offers Foundation, post graduate training courses in Pre/Post Natal, Back Care and Yin (others to be introduced in 2018).

Responsibilities include:

- Management of the Diploma of Yoga Teacher Training and Foundation Course, with the transition to management of Post Graduate Courses and Workshops.
- Liaise with, and manage IYTA faculty of lecturers to ensure seamless delivery of courses.
- Liaise with IYTA faculty to standardize course content and materials including lecturer and student materials via the Moodle (Electronic Learning System) Platform.
- Liaise with video production to provide on-line and correspondence components of the courses.
- Manage all enquiries, registrations, payment plan options for students.
- Liaise with the IYTA web manager regarding administration of course enquiries and processing registrations.
- Liaise with IYTA marketing, social media and web teams to help promote the IYTA courses.
- Student management includes:
 - Responding to student emails;
 - Oversee all student course requirements to ensure completion of Course;
 - Manage the Residential component of the DYT
 - Manage two open days for potential new students
- Maintain and manage course related content and functionality on the IYTA website.
- Organise graduation dinner and Diplomas.
- Regular reports to COM and facilitation of monthly phone DYT meetings.

Professional Qualities & Experience:

- Very good mult tasking, self-management and interpersonal skills.
- An ability to be adaptable, innovative and agile and comfortable working in a small team where everyone works together to get the job done.
- Proficiency with technology, cloud based programs, electronic learning system knowledge (such as Moodle) a definite advantage.
- Experience in the tertiary education sector an advantage.
- The ability to work flexibly, from home at least 3 days per week.
- Based in Sydney.

It is desirable that the applicant have graduated from the IYTA Diploma of Yoga Teaching but not mandatory.