

**Course Coordinator (Contractor)
Yoga Education in Prisons Trust (YEPT)**

We are seeking a compassionate, organised, and motivated Course Coordinator to support our yoga and meditation education programmes for people in prison across Aotearoa. This is a contractor role commencing **1 May**, offering **5–10 hours per week** with flexible, remote-friendly working arrangements.

Mō mātou | About us

Yoga Education in Prisons Trust (YEPT) is a New Zealand registered charitable trust dedicated to supporting healing, rehabilitation, and wellbeing for people in prison. Through our *Kei roto i tuku kia haere: Freedom from Within* correspondence course, we provide practical tools such as yoga postures, breathing, meditation, and relaxation techniques to help students develop self-awareness, emotional regulation and compassionate self-understanding.

He angitūtanga | The opportunity

As Course Coordinator, you will play a key kaitiaki (guardian) role for students enrolled in our programmes and act as an ambassador for YEPT. You will oversee the mentoring of students, coordinate course delivery, and liaise with Department of Corrections staff and volunteers to ensure a meaningful and well-supported learning experience.

This role also offers scope to innovate by exploring ways to improve course delivery, increase retention and completion, and enhance the use of digital learning tools.

Key responsibilities

- Oversee the end-to-end process for students throughout their course journey
- Coordinate course logistics, enrolments and records (via Moodle)
- Manage correspondence (mail and email) with students and stakeholders
- Liaise with Corrections staff (volunteer coordinators, tutors, psychologists)
- Support and coordinate volunteers (mentors)
- Prepare monthly reports and provide course insights/statistics
- Contribute to social media content and course promotion
- Identify and implement improvements to course delivery and systems

About you

- Strong organisational and time management skills
- Excellent written and verbal communication
- Tech-savvy, with an interest in digital learning platforms
- Ability to work independently and manage multiple tasks
- Experience in coordination or administration
- Proactive, with the ability to both “do the doing” and think creatively about improvements
- Interest in yoga, wellbeing, or social justice
- Desirable: Registered Yoga Teacher (minimum 2 years’ experience), or experienced practitioner able to mentor others; understanding of trauma-informed approaches (e.g. Trauma-Sensitive Yoga); experience working in prisons or similar environments.

What we offer

- Flexible, remote-friendly work
- Meaningful role contributing to rehabilitation and wellbeing
- Supportive and purpose-driven team
- Opportunity to shape and grow the programme over time

Reporting

This role reports to a designated Trustee overseeing course outcomes.

To apply, please send a brief cover letter and CV outlining your relevant experience