

PATHWORK FOUNDATION JOB DESCRIPTIONS

President & Chairperson of the Board of Trustees

- Set the agenda for Board meetings, including establishing priorities and defining the amount of time to be devoted to established priorities.
- Schedule Board meetings and arrange, with the assistance of the Administrator, for the facilities to be used at these Board meetings (make teleconference arrangements for example).
- Conduct Board meetings, and coordinate other Board communications, in a manner which is consistent with the teachings of the Pathwork Guide.
- Establish, refine, and evolve the Vision and Mission for the Foundation (in conjunction with both the Board and the wider Pathwork community).
- Direct the organization of Foundation activities so that they can be largely performed by volunteers.
- Coordinate the development and periodic update of a long-term strategic plan for the Foundation, and measure the Foundation's progress against this plan.
- Prepare, with the assistance of the VP of Administration & Finance, reports to members of the Pathwork community describing the financial condition, current activities, and project progress at the Foundation.
- Act as the primary point of contact with members of the outside community, including news reporters, and top management at other organizations doing business with the Foundation. The President & Chairperson's external communication should involve a focus on new initiatives, public presentations, official matters, and legal duties.
- Act as the primary point of contact at the Foundation for those in management positions at other Pathwork groups throughout the world. Such contacts, once established, may be maintained on an ongoing basis by the VP of Community Relations.
- Organize and coordinate public relations and promotional activities which help to bring the Pathwork more prominently out into the world in cooperation with the PWP
- Personally solicit contributions to the Foundation from a select group of wealthy potential donors (individuals or corporations), and prepare grant funding requests (with Administrator) to be sent to other Foundations.
- Bind the Foundation in legal agreements such as leases, mortgages, deeds, employment contracts, and the like.
- Retain independent professional services to perform bi-annual financial and managerial audit reviews to assess both the Foundation's compliance with government regulations and commonly accepted financial and accounting practices as well as the overall effectiveness and efficiency of the Foundation. Review the Foundation's organization structure so as to improve its overall performance. (The scope of such reviews should include job descriptions, reporting relationships, employment contracts, and the like. It should also include permanent committees, such as the Pathwork Press.).

- Manage the work of those serving on the Board including a determination whether Board members are performing the duties that they agreed to take on.
- Manage the nomination, appointment, and termination processes associated with membership on the Board (including the development and updating of a succession plan for those people making critical decisions and/or providing critical support services).
- Manage the formal agreements with Board members, including both the term of office and the job description for each Board member.
- Conduct evaluations and reviews to determine whether the Board is accomplishing what it set out to do, as defined in the Mission and Vision statements.
- Manage the investigation of, and the taking of appropriate action in response to, alleged ethical problems related to Pathwork Foundation and/or any of its permanent committees or related organizations. (e.g. Pathwork Press; Investment Advisory Committee)
- Act as the elder mediator in disputes associated with the business of the Foundation.
- Provide spiritual leadership for Foundation activities, including providing attunements/prayers prior to Board meetings, encouraging Board members to do their personal work, and otherwise clearing obstacles to harmony and unity associated with Foundation business.
- Encourage, support, hold space for, and bring out the best in Board members and others who work with the Foundation.
- Self evaluation.

Trustee in Charge of Community Relations (VP of Community Relations)

- Promote the felt sense of a common bond and a common purpose across all Pathworkers worldwide, and also nurture and evolve this bond and purpose.
- Establish and refine policies and procedures which support and expand worldwide communications among those in the Pathwork community, focusing primarily on the regular managerial duties and administrative communication amongst managers of other Pathwork organizations.
- Facilitate and coordinate communications between those in different Pathwork regions and different Pathwork organizations (including organizing international conferences, faculty exchange programs, etc.).
- Act as the ongoing point of contact at the Foundation for those in management positions at other Pathwork groups throughout the world following the initial contact orientation from President.
- Cooperate with the VP of Volunteer Relations in the communication with the various communities worldwide in search of potential volunteers to work for the Foundation.
- Organize and coordinate worldwide efforts to disseminate the Pathwork material, through books, pamphlets, web sites, and the like.

- To Serve as a member on the Pathwork Press Committee and thus act as the primary Board liaison with the Pathwork Press, helping to ensure that Pathwork Press is operating in a manner consistent with the intentions of the Board.
- Report quarterly to the Board of Trustees on the activities of the PWP.
- Be acquainted with the work of the Foundation President, and be ready to take over as President in the event that the current President is unavailable. In the event that the President becomes unavailable a decision would be made as to which position would move to replace the President.
- The VP of **Community Relations** is likely to be the person on the Board who better connects to and is better known to the Pathwork communities worldwide.
- The VP of **Admin. & Fin.** is likely to be the person on the Board who is better acquainted with the Foundation's ongoing activities and hence the most suited to ensure their continuity.
- Self evaluation.

Trustee in Charge of Volunteer Relations (VP of Volunteer Relations)

(Note: This position is being considered at the level of a Trustee/VP due to its importance to the goal of self-sustainability of the Foundation)

- Establish both policies and procedures to enroll volunteers to perform the Foundation activities (managing the day-to-day work of volunteers is done by the Administrative support unit, and/or under supervision of the Trustee responsible for the function being performed by the volunteer.
- Oversee the implementation of the established policies and procedures so as to effectively engage a network of volunteers in the performance of Foundation activities. This may entail tasks such as maintaining regular contact with those volunteers, and the creation and maintenance of a roster of active and/or potential volunteers with information on their relevant skills, willingness and availability to perform volunteer work, as well as the establishment of effective ways to communicate with them.
- Work to inspire those providing volunteer services, as well as those who manage these volunteers, so that these people give their best, and so that the Divine intent of the Pathwork is palpably felt by these same people.
- Coordinate the work results of volunteers, and volunteer committees, so that they are properly integrated into, and in support of, the work of the Foundation.
- In the performance of his/her duties, the VP of Volunteer Relations will work in close collaboration with the VP of Community Relations.
- Self evaluation.

Trustee in Charge of Fund Raising (VP of Fund Raising)

(Note: This position is being considered at the level of a Trustee/VP due to its importance to the goal of self-sustainability of the Foundation)

- Plan, organize and implement campaigns to raise funds in the form of donations and/or other forms.
- Plan, organize and supervise the implementation of specific events oriented toward the raising of funds for the Foundation. This includes both stand alone events as well as events meant to happen as part of more encompassing events, such as International Pathwork Conferences, Leadership conferences, workshops, retreats and seminars.
- Devise means to raise funds for the Foundation, such as, but not restricted to, membership fees and service fees (e.g. web advertising).
- Identify potential donors among individuals and organizations and assist the President in addressing them to solicit contributions to the Foundation.
- Search for fiscal incentives that could foster donations to the Foundation; take steps to make these incentives available to both the Foundation, its donors, and the Pathworkers that the Foundation serves
- Establish policies for royalty agreements, publishing rights, trademark grants and other similar rights relating to the Pathwork, bearing in mind their potential partial contribution to the Foundation's goal of self-sustainability.
- In conjunction with legal counsel and the assistance of the administrator, coordinate the development of forms and legal agreements so that Pathworkers can readily establish the Pathwork Foundation as a recipient of funds via wills, trust agreements, non-profit organization dissolutions, and other legal matters.
- Self evaluation.

Trustee in Charge of Pathwork Practice (VP of Pathwork Practice)

- Oversee the development and dissemination of effective ways to teach the Pathwork and the development and dissemination of supporting materials and recommendations to enhance teaching programs.
- Establish a code of Ethics for the Foundation and encourage the establishment of a code of ethics by each country.
- Organize and coordinate worldwide efforts related to teaching the Pathwork, acting as the primary point of contact for these efforts on all matters coming before the Board.
- Organize and coordinate the establishment of a minimum requirement to license, accredit, and certify helpers, teachers, and counselors who have studied the Pathwork worldwide.
- Organize and coordinate worldwide efforts to recognize and interconnect organizations of people brought together to teach and study the Pathwork, working in cooperation with the VP of Community Relations.
- Self evaluation.

Trustee in Charge of Administration and Finance

- Act as the primary Board liaison in all legal matters and interactions with legal advisors, especially those relating to the securing and maintaining of copyrights to the Pathwork lectures and/or trademark/service-mark for the Pathwork name. To the extent that a legal requirement exists for the appointment of a Secretary to the Board, the Trustee in Charge of Administration and Finance will perform that role.
- Oversee the recording, organization and protection of agreements reflecting the Pathwork material licensing and royalty arrangements made by the Board.
- Prepare and update performance reviews, and project tracking records for employees, contractors, consultants, and others retained by the Foundation.
- Oversee the recording, organization and protection of minutes from Board meetings, most importantly documenting the significant decisions that were made.
- Supervise the preparation and periodic update of a policy and procedures manual for Foundation business activities.
- Hire the necessary staff, as duly approved by the Board of Trustees, for all the units comprising the International Pathwork Foundation (including its permanent committees, if necessary).
- Maintain and preserve historical and authoritative copies of different versions of the Pathwork lectures (including translations authorized by the Board), audio recordings of Pathwork Guide channeling sessions, and other historical Pathwork materials that may be of interest to future students of the Pathwork.
- Ensure that backup copies of essential records, as well as authoritative Guide material, so that these copies may be used in the event that the primary copy is destroyed.
- Monitor laws and regulations relevant to the Foundation, and inform the Board about the legal requirements to which the Foundation must comply.
- Act as the primary liaison with the Board in all legal matters.
- Manage and supervise organizational governance issues for the Foundation, such as the establishment of the proper internal controls over Foundation funds.
- Coordinate and facilitate the necessary contacts and access to the Foundation records so as to smooth the progress of the work of independent auditors who review the activities of the Foundation as required by both the By Laws and relevant laws and regulations.
- Supervise the activities performed by the Treasurer and by the Administrator.
- Prepare grant funding requests.
- Self evaluation.

Treasurer (Reports to the VP of Admin. & Fin.)

- Act as a faithful custodian of the funds that go into the endowment for the Foundation, or operating accounts of the Foundation, marshalling these resources so as to best meet the objectives defined by the Board.

- Prepare regular financial reports, trend analyses, and forecasts so as to inform the Board about its financial position and so as to provide the Board with the information it needs in order to make good financial decisions.
- Monitor cash flows and ensure that both Pathwork Foundation and Pathwork Press have sufficient working capital in order to meet the objectives established by the Board (this may involve temporary borrowing, redemption of certificates of deposit, etc.)
- Advise the Board regarding investments, financial strategies, and related financial management matters.
- Create, if deemed convenient and with the assistance of the VP of Volunteer Relations, a committee of volunteer financial experts to advise on the best investment options to preserve and enhance the Foundation's endowment. Act as the liaison between this committee and the Board.
- Manage relationships with banks, stock brokerage firms, accountants, and other third parties involved with the management of the funds of the Foundation
- Prepare proposed and finalized budgets reflecting the priorities established by the Board.
- Regularly measure and report on the way that Foundation funds have been used, including whether these uses have been consistent with budgets and project plans.
- Recommend policies and procedures to the board for the prudent and careful management of Foundation funds.
- Periodically review the risks and perils faced by the Foundation and make recommendations for handling these (such as insurance coverage for management/ operations errors & omissions).
- Supervise the financial aspects of the work of the Administrator, ensuring that his/her work is conducted in a manner consistent with Board intentions and generally accepted good financial practices.
- Manage the financial relations/transactions associated with employees, contractors, temporaries and others working for the Foundation, including submission of earnings tax reports, and handling of wage garnishment.
- Prepare and submit reports for government entities supervising the work of the Foundation, including tax forms due to the Internal Revenue Service. (Does not include duties as noted in the job description for the Administrator).
- Monitor laws and regulations relevant to the management of the Foundation endowment, and inform the Board about the legal requirements to which the Foundation must comply in this regard.
- Utilize, maintain, improve upon, and monitor the existing internal controls that were established by the Trustee in Charge of Administration and Finance.
- Act as the primary liaison between external financial auditors who review the activities of the Foundation as required by both the By Laws and relevant laws and regulations.
- Self evaluation.

Administrator (Head of the Adm. Support Unit; Reports to the VP of Admin. & Fin.)

- Select, install, and maintain the technological infrastructure needed to carry out Foundation business, including the web site, email systems, voicemail systems, and the like (obtaining technological assistance from specialists as necessary).
- Carry out the decisions made by the Board, and also manage third parties (including volunteers) so that these decisions are manifest in the world.
- Train and actively work with volunteers, contractors, consultants, helpers, and additional workers, as the tasks defined by the Board of Trustees dictate.
- Set-up, maintain, and supervise a physical office so as to support the Foundation's activities.
- Record, organize and protect minutes from Board meetings, most importantly documenting the significant decisions that were made, following instructions from the Trustee in Charge of Administration and Finance.
- Handle day-to-day financial transactions such as receiving donations made to the Foundation and payment of office rent and office suppliers.
- Report to the Treasurer on donations received, whenever the aggregate value of new donations received since the previous report amounts to or exceeds \$1,000.
- Calculate payroll and make regular payments to employees, contractors, and others in accordance with the policies and procedures established by the Treasurer (including the preparation of W2 and 1099 forms).
- Prepare draft financial statements reflecting activities of Pathwork Press and the Pathwork Foundation, and submit them to the Treasurer for review and approval
- Handle the collection and payment of sales taxes for the sale of Pathwork books, CDs, and other materials.
- Fulfill, pack, and ship orders for Pathwork books, CDs, and other materials.
- Establish, maintain, and expand relationships with distributors of Pathwork books, CDs, and other materials.
- Manage the periodic printing of Pathwork books, CDs, and other materials, as required inventory levels dictate.
- Provide first-line communications between the public, or the Pathwork Community, and the Pathwork Foundation (i.e., handle ordinary and customary interactions).
- Organize, and maintain the order of Foundation records.
- Manage the safe and secure off-site archival storage for critical Foundation records and Guide materials, book inventories, as specified by the VP of Administration and Finance.
- Document, and periodically update documentation for, the day-to-day activities performed in the Foundation office, so that others besides the Administrator can perform these activities with a minimum of training.
- Act as the custodian for official corporate records and the seal of the corporation.
- See to it that the seal of the corporation is affixed to all legal documents, in accordance with the By Laws.
- Self evaluation.

Fundación Internacional de Pathwork (FIP)

Descripción de Cargo: Presidente del Consejo de Trustees

- Preparar la agenda de los encuentros del Consejo, lo cual incluye establecer prioridades y definir la cantidad de tiempo que se destinará a cada prioridad.
- Fijar las fechas de los encuentros del Consejo y arreglar, con la ayuda de los Servicios de Apoyo Administrativo, las facilidades que se utilizarán (por ejemplo, preparar teleconferencias).
- Moderar los encuentros y coordinar otras comunicaciones del Consejo de manera consistente con las enseñanzas del Guía del Pathwork.
- Establecer, elaborar y desarrollar la Visión y la Misión de la Fundación (en conjunto con el Consejo y con la Comunidad Pathwork más amplia).
- Organizar las actividades de la Fundación de manera que puedan ser llevados a cabo en su mayor parte por los voluntarios.
- Coordinar el desarrollo y periódicamente la puesta al día de un plan estratégico a largo plazo y comparar los progresos de la Fundación con este plan.
- Preparar, con la asistencia del VP de Administración & Finanzas, informes para los miembros de la comunidad Pathwork, respecto de la condición financiera, las actividades actuales y el progreso de los proyectos de la Fundación.
- Actuar como punto de contacto primario en la Fundación para quienes están en posiciones de liderazgo en otros grupos de Pathwork en el mundo. Una vez que se establecieron estos contactos, deberán ser mantenidos continuamente por el VP de Relaciones Comunitarias.
- Actuar como punto de contacto primario para los miembros de la comunidad en general, incluyendo a periodistas y altos ejecutivos de otras organizaciones que están en relación de negocios con la Fundación.
- Organizar y coordinar actividades de relaciones públicas y promocionales para que el Pathwork pueda estar en un lugar más prominente en el mundo.
- Solicitar personalmente contribuciones para la Fundación a un grupo selecto de potenciales donantes adinerados así como preparar peticiones de donaciones a ser enviadas a otras Fundaciones.
- Realizar para la Fundación acuerdos legales tales como arrendamientos, hipotecas, escrituras, contratos de empleo, etcétera.
- Establecer y elaborar la estructura organizacional de la Fundación Pathwork y de la Pathwork Press (esto incluye la descripción de los cargos, definir los vínculos entre los cargos, los contratos de empleo, etc.)
- Dirigir el trabajo de aquellos que sirven en el Consejo, lo cual incluye supervisar si los miembros del Consejo llevan a cabo las tareas que han acordado ejercer.
- Estar a cargo de los procesos de nominación, ingreso y salida de los miembros del Consejo (esto incluye desarrollar y mantener al día un plan de sucesión

para personas que están en cargos de toma de decisiones esenciales y/o que brindan servicios de apoyo fundamentales).

- Encargarse de los acuerdos formales con los miembros del Consejo, lo cual incluye establecer los períodos y describir las tareas de cada miembro del Consejo.
- Encargarse de evaluar y revisar si el Consejo está cumpliendo con lo que se propone, según lo definido en las declaraciones de Misión y Visión.
- Encargarse de la investigación y las acciones apropiadas respecto de presuntos problemas éticos relacionados a la Fundación Pathwork y/o la Pathwork Press.
- Actuar como el mediador mayor en disputas relacionadas con los asuntos de la Fundación.
- Proveer liderazgo espiritual para las actividades de la Fundación, lo cual incluye proveer alineamientos/rezos previos a los encuentros del Consejo, alentar a los miembros del Consejo a realizar su trabajo personal y aclarar lo que obstaculiza la armonía y la unidad asociada a los asuntos de la Fundación.
- Alentar, apoyar, crear un espacio para y sacar lo mejor de los miembros del Consejo y otros que colaboren con la Fundación.

Descripción de Cargo: Relaciones Comunitarias

El trustee o colaborador a cargo de Relaciones Comunitarias es responsable de crear y mantener abiertos y activos los canales de comunicación entre la Fundación y los líderes del Pathwork en las diferentes regiones del mundo.

Más específicamente, esta persona tendrá las siguientes tareas:

- Estimular el sentimiento de conexión y propósito común entre todas las comunidades Pathwork del mundo. Para ello contará con la asistencia de la red existente de los Nexos de Pathwork, que deberá ser nutrida y expandida. Además deberá estar periódicamente en contacto directo con los líderes de las comunidades via e-mail, Skype, herramientas de redes sociales u otros medios que se consideren apropiadas. Al mismo tiempo, deberá estimular a estos líderes a mantener contactos directos entre sí, usando medios similares.
- Establecer y elaborar políticas y procedimientos que apoyen y expandan la comunicación entre las comunidades Pathwork del mundo.
- Actuar como punto de contacto en la Fundación para todos aquellos que están en posiciones de liderazgo en otros grupos de Pathwork del mundo.
- Promocionar esfuerzos para difundir el material del Pathwork a nivel mundial a través de folletos, sitios web regionales, etc.
- Actuar como el nexo principal entre el Consejo de Trustees y la Pathwork Press, ayudando a asegurar que la Pathwork Press esté operando de manera consistente con las intenciones del Consejo.
- Servir como miembro de oficio en el Comité de la Pathwork Press, brindando supervisión, guianza y apoyo.
- Establecer políticas y procedimientos para el ingreso de los voluntarios que realizarán actividades para la Fundación (organizar el trabajo de los voluntarios es tarea del Administrador). Esto implica tareas como la creación y mantenimiento de un listado de voluntarios activos y/o potenciales con habilidades especiales y su disponibilidad a realizar tareas voluntarias, así como establecer maneras efectivas de comunicación con ellos.
- Coordinar los resultados del trabajo de los voluntarios y de los comités de voluntarios, para que se integren apropiadamente y apoyen el trabajo de la Fundación.
- Estar al tanto del trabajo del Presidente de la Fundación y estar disponible a ocupar el cargo de Presidente, en caso de que el actual President no esté disponible.

Descripción de Cargo:

Tesorero

El Tesorero está a cargo de los fondos, lo cual incluye recibir, cuidar y pagar el dinero según las indicaciones y autorizaciones del Consejo de Trustees.

El Tesorero también es responsable de:

- Supervisar la contabilidad y los archivos de los pagos de impuestos.
- Preparar presupuestos, reportes financieros y pronósticos.
- Publicar la información financiera
- Actuar como miembro permanente del Comité de Inversiones y, en conjunto con él, informar al Consejo de Trustees sobre las inversiones, estrategias financieras y decisiones que afectan al patrimonio de la Fundación.
- Supervisar las inversiones y la recolección de fondos con el objetivo de fomentar el patrimonio de la Fundación y las operaciones que lo sostienen.
- Realizar estudios, análisis e informes sobre tendencias y oportunidades para la expansión del patrimonio y la proyección del crecimiento futuro de la organización.
- Organizar y dirigir campañas de recolección de fondos con la asistencia de la persona encargada de Relaciones Comunitarias, comunicando y promoviendo estas campañas entre las Comunidades Pathwork.

Descripción de Cargo: Trustee

Los trustees de la FIP son llamados a administrar colectivamente los asuntos de la Fundación, analizando y tomando decisiones acerca de estos asuntos. Entre sus tareas principales, deberán observar si en todos los asuntos de la Fundación:

- se respetan y siguen los principios espirituales del Pathwork que se encuentran en las Lecturas del Guía;
- se respetan los reglamentos de la Fundación;
- se preserva y acrecienta el patrimonio de la Fundación en cada oportunidad posible;
- se promociona y difunde el Pathwork como un proceso espiritual de auto-desarrollo;
- se preservan en su integridad las enseñanzas del Pathwork que se encuentran en las Lecturas del Guía, tanto en su significado como en los medios físicos en los cuales son guardados.

Los trustees tienen que encontrarse periódicamente, con una frecuencia mínima de una vez por mes, sea en persona o a través de teleconferencias, usando medios de telecomunicación grupal disponibles.

Además de estas tareas generales y colectivas, los trustees pueden hacerse responsable individualmente de funciones específicas tales como la coordinación de las relaciones de la FIP con las comunidades regionales de Pathwork, los colaboradores voluntarios o la recolección de fondos para sostener a la Fundación.

En este caso, el trustee deberá cumplir con la descripción del cargo específico para cada función, además de las tareas generales arriba mencionadas.

Descripción de cargo: Apoyo administrativo

- Elegir, instalar y mantener la infraestructura tecnológica necesaria para llevar a cabo los asuntos de la Fundación, esto incluye el sitio web, los sistemas de e-mail, voice mail, etcétera (con la asistencia tecnológica de especialistas, en caso de ser necesario).
- Ejecutar las decisiones del Consejo y liderar a otros (esto incluye a los voluntarios) para que éstas decisiones se manifiesten en el mundo.
- Establecer, mantener y supervisar una oficina física, en apoyo de las actividades de la Fundación.
- Grabar, organizar y proteger los informes de los encuentros del Consejo, documentando en primer lugar las decisiones significativas que fueron tomadas.
- Realizar transacciones financieras cotidianas, tales como recibir donaciones para la Fundación, pagar el alquiler de la oficina, pagar a los abastecedores de la oficina.
- Calcular los sueldos y realizar los pagos regulares a empleados, personal contratado y otros terceros, de acuerdo con las políticas y procedimientos establecidos por el Tesorero (esto incluye encargarse de los formularios necesarios como W2 y 1099)
- Preparar esbozos de estados financieros donde se reflejen las actividades de la Pathwork Press y de la Fundación Pathwork y presentarlas al Tesorero para su revisión y aprobación.
- Hacerse cargo de la recaudación y del pago de los impuestos sobre la venta de los libros de Pathwork, los CDs y otros materiales.
- Encargarse del cumplimiento de los pedidos, del empaque y del envío de los libros de Pathwork, los CDs y otros materiales.
- Establecer, mantener y expandir las relaciones con los distribuidores de los libros de Pathwork, los CDs y otros materiales.
- Atender a las personas que se acercan personalmente para comprar libros de Pathwork, CDs y otros materiales.
- Mantener los inventarios necesarios de los libros de Pathwork, los CDs y otros materiales, según lo determinado por el Tesorero.
- Encargarse de la impresión periódica de los libros de Pathwork, los CDs y otros materiales, según lo requieran los inventarios.
- Registrar los libros de Pathwork, los CDs y otros materiales en los más importantes directorios de publicaciones, tal como *Books In Print*.
- Mantener una comunicación de primera mano entre el público y la Comunidad Pathwork con la Fundación Pathwork (p.ej. realizar las interacciones comunes, cotidianas).
- Organizar y mantener el orden de los archivos de la Fundación.
- Ser responsable de cuidar y mantener seguro los archivos off-site esenciales de la Fundación y los materiales del Guía, según lo especificado por el VP de Administración y Finanzas.

- Documentar y poner al día periódicamente la documentación sobre las actividades cotidianas realizadas por la oficina de la Fundación para que otros que no sean los encargados del Apoyo Administrativo puedan realizar estas tareas con un mínimo de entrenamiento.