



# LAND OF MEDICINE BUDDHA

A CENTER FOR HEALING AND DEVELOPING A GOOD HEART

## **Job Announcement: Spiritual Program Coordinator Assistant**

**Reports to:** Spiritual Program Coordinator (SPC)

**Job Type:** Part-time

### **Details:**

- Weekly stipend provided (\$125 / week)
- Room and board provided at Land of Medicine Buddha
- 25 hours/week
  - *(full-time hours during major events)*
- 12 month commitment
  - *(After 12 months the goal is that you will have the skills and experience to apply for SPC positions with FMPT centers around the world)*
- Additional Benefits:
  - Free access to use of the pool and sauna.
  - Free access to classes and meditations hosted by Land of Medicine Buddha outside of work hours.
  - 30% discount on all non-sale items in the bookstore

**About Us:** Land of Medicine Buddha is an environmentally conscious meditation and retreat center. Our campus is 108 acres of coastal foothills, tucked away in the redwoods. We offer Buddhist and secular programming, host visiting teachers and outside groups, and welcome guests to our land nearly every day of the year. Our mission is to benefit all beings to live a happy and meaningful life.

### **Overview:**

We're seeking an enthusiastic candidate to join our Spiritual Program Team for 12 months as a Spiritual Program Coordinator Assistant. The ideal candidate values harmony, is service-minded, and can thrive in a dynamic environment with visitors, guests, practitioners, and staff. Committed to spiritual well-being, you'll undergo hands-on training, guided by experienced mentors to enable you to develop a wide variety of skills. If you're ready for a fulfilling challenge and aspire to contribute to spiritual growth, apply to join us on this transformative journey.

### **Responsibilities:**

#### **Program planning:**

- Monitor and respond to SP admin email address, respond to questions and forward emails to appropriate parties
- Create events in Retreat Guru
- Create weekly, monthly, and program highlight electronic newsletters
- Create social media content, flyers, and posters
- Advertise events in local newspaper

### **Program Implementation:**

- Class hosting - either In-Person or Online (this will be split with the SPC.)
- Facility Management - ensure classes are set up with needs for each event, arrange proper equipment, ensure facility is clean and prepared for event, prepare altar set-ups, manage tech aspect of hybrid programs

### **Resources:**

- Oversees offerings for pujas and rituals
- Organize and keep a clear inventory of practice materials, ritual implements and care of said inventory

### **Visiting Teachers**

- Assist in set up and pack up of visiting teacher's lodging, adequate food is provided, floral arrangements, potential assistance with food preparation

### **Qualifications:**

- Strong desire to become an SPC in the future. Priority will be given to candidates who have this wish.
- Familiarity and experience with Buddhism (ideally Vajrayana) and FPMT programming
- Excellent people and communication skills (written and verbal)
- Excellent tech skills with preference for the following:
  - Google Drive,
  - Canva
  - Retreat Guru
  - Social media platforms (Facebook, Instagram and TikTok)
  - Youtube
  - A/V Equipment
  - Zoom.
  - Constant Contact
- Ability to stay calm under pressure
- Flexibility and good problem-solving skills
- Background in advertising and marketing is a huge advantage.
- 'Can do' attitude

**Compensation:** This is a part-time position with a small weekly stipend (\$125 / week), room and board. Affordable health care insurance is available through Covered California, the health insurance marketplace in California established under the Affordable Care Act.

### **How to Apply:**

To apply, please complete this form:

[https://form.asana.com/?k=p1-gyyB8GVWHfipu0H\\_Q5w&d=597447037570324](https://form.asana.com/?k=p1-gyyB8GVWHfipu0H_Q5w&d=597447037570324)

Questions can be directed to Rommy Johnson at [spc@medicinebuddha.org](mailto:spc@medicinebuddha.org).

**Please note! Rommy will be out of the office from Feb 26 - March 6 so please expect a delay in responding.**