



## LAND OF MEDICINE BUDDHA

### Job Announcement: Spiritual Program Coordinator

**Reports to:** Executive Director

**Position Status:** Full-time salaried employee

**Work Status:** Must be legally able to work in the United States

**About Us:** [Land of Medicine Buddha](#) (LMB) is a Tibetan Buddhist center located in Soquel, California, USA. We support the transformation of spiritual teachings into experience through active study programs, group rentals, and contemplative retreats. We also offer people the meditative tools to recognize the nature of their minds and achieve their highest potential for the benefit of all. As a spiritual community serving the needs of practitioners in all traditions, we are nurtured by the vision of our founder Lama Thubten Yeshe and our Spiritual Director Lama Zopa Rinpoche, as well as by the blessings of the many amazing teachers who have visited LMB, the holy objects found at LMB, and the beauty of our 108-acre forested property. LMB offers [spiritual programming](#) taught by resident and guest teachers as well as a [bookstore and gift shop](#). LMB is affiliated with the [Foundation for the Preservation of the Mahayana Tradition](#) (FPMT Inc.) and is part of the international FPMT network.

**Overview:** We are seeking an energetic creative individual with skills to design and produce a comprehensive program of study, a practice program including meditation and rituals, universal education programs, community outreach, special festival events, and interfaith activities. The SPC is responsible to the director and to the FPMT International Office to ensure that the spiritual program is in accordance with FPMT policy and guidelines. The SPC works in conjunction with the Executive Director, Center Manager, and teachers to carry out the various activities.

**Ideal Candidate:** The ideal candidate would have a deep knowledge of dharma, be grounded in their own personal practice, and be able to utilize this knowledge and practice while engaging with the challenges and obstacles that arise in this line of work. The candidate would be driven by a wish to serve and a dedication to the vision of Lama Yeshe, Lama Zopa Rinpoche, FPMT, and LMB. This candidate would drive things forward and focus on getting things done, while also being able to communicate with skill and tact.

### POSITION RESPONSIBILITIES

The **Spiritual Program Coordinator** assumes responsibility for the following:

#### Program Planning

- Work cooperatively with the Executive Director on the planning of the spiritual program calendar as per the FPMT Five Pillars of Service, ensuring it meets the needs of LMB students.
- Abide within the FPMT Ethical Policy, while supporting the mission, programs, and spiritual teachers of LMB and FPMT.
- Follow the five Buddhist lay precepts\* while taking part in LMB-related work.
- Ensure all of LMB's Dharma commitments are upheld on a daily, weekly, monthly, and annual basis.
- Coordinate appropriate translation with members of Chinese, Vietnamese, and other cross-cultural communities
- Attend weekly Team Meetings to further coordinate details of events with LMB Operations staff
- Set up for the actual event with the assistance of Operations staff and/or volunteers

- Market all programs, weekly enews, program eletters, social media content, posters, flyers, and entries to local newspaper
- Ensure Facebook and Instagram are regularly updated with programming information.
- Coordinate with local FPMT bay area centers to prevent conflicting programming and ensure harmony within the area.

### **Program Implementation**

- *Visiting Teachers* – Manage and organize travel arrangements for visiting teachers, manage the schedule while visiting teachers are on-site, coordinate pick-ups and drop-offs from the airport or other centers, and ensure comfortable accommodations and food for visiting teachers and their attendants are provided
- *Pujas* – Schedule with appropriate leaders and arrange for suitable space, suitable offerings, and event scheduling
- *Facility Management* – arrange proper equipment, ensure facility is clean and prepared for the event, prepare altar set-ups, interface with Operations staff to provide for adequate parking; manage tech aspect of hybrid programs
- *Availability of materials* – ensure appropriate materials are available for events and work with Chinese, Vietnamese, and other cross-cultural communities on translations
- *Quality control* – attend all events (or assist in finding someone to attend) who can monitor quality of teachings and how they are being received
- *Retreat host* - Main point of contact of all guests during a retreat, ensure they have an enjoyable experience and their needs are met.

### **Staff Management**

- In coordination with the Executive Director, manage Spiritual Program Assistant and spiritual program volunteers. Train and monitor volunteers and Spiritual Program Assistant, and bring any HR concerns and/or questions to the attention of the Executive Director.
- Schedule spiritual program staff and volunteers for adequate coverage for hospitality and management of events, distribute tasks and supervise work done by volunteers and Spiritual Program Assistant, maintain ongoing communication and support. Manage schedule within the spiritual program including class hosting, water bowl offerings, altar care, regular puja coverage, etc.

### **Administration**

- Coordinate with the Executive Director to create an annual spiritual program budget and annual report of the spiritual program department
- Ensure offerings are made to the appropriate teachers
- Create the pricing structure of classes, retreats, and events
- Track and manage Spiritual Program Department petty cash and credit card transactions.
- Create and manage events in our Retreat Guru software
- Create registration worksheets and maintain registration throughout the registration period for the event
- Monitor the SPC email and respond to questions and/or forward emails to the appropriate point person
- Reserve space for Spiritual Program events and monitor Facility Rental calendars to ensure there are no conflicts
- Create set-up sheets for residential Spiritual Program events
- Collect data from incoming guests and transmit to Kitchen and Operations as the event nears.

### **Resource Management**

- Organize and keep current a clear inventory of practice materials, ritual implements and care of said inventory

- Oversee offerings for pujas and rituals
- Ensure all holy objects at LMB are cared for appropriately, and ensure that disposal of any broken holy objects is done properly. Help to communicate these expectations to the entire team.
- Ensure all practice texts are up to date and appropriate compensation is provided to the FPMT store where necessary.

## **QUALIFICATIONS**

### **Essential Skills**

- Familiarity with and appreciation for Buddhist philosophy and practice
- Familiarity with and respect for LMB's founders (Lama Zopa Rinpoche and Lama Yeshe), and the FPMT organization.
- Superb communication skills and high emotional intelligence
- People person - comfortable being the face of the Spiritual Program for small and large events and retreats
- Excellent technological skills and aptitude with emphasis on Google Suite, Zoom, Constant Contact, and WhatsApp
- Minimum of two years experience managing staff and volunteers to achieve organization goals.
- Familiarity with creating and maintaining departmental budgets

### **Additional Desired Qualifications**

- Deep and expansive understanding of Tibetan Buddhism in its theoretical and practical contexts
- Demonstrated devotion to Lama Zopa Rinpoche, Lama Yeshe, and the FPMT Mandala
- Completion of the Kopan November course, an FPMT education program, the FPMT Foundation Service Seminar, and/or dharma retreats (group or solo) of more than one week
- Technical experience and skills with any of the following softwares: Retreat Guru, ResNexus, Canva, Facebook/Instagram, Wordpress
- Experience with financial statements and overseeing fiscal responsibility

## **COMPENSATION**

This is a full-time salaried position offering a wage commensurate with experience that may include room and board on-site at LMB. Health insurance is available through [Covered California](#), the health insurance marketplace in California established under the Affordable Care Act.

## **HOW TO APPLY**

We invite serious candidates to [submit a resume and answer application questions here](#). If you have questions please reach out to Rommy Fisher, SPC, at [spc@medicinebuddha.org](mailto:spc@medicinebuddha.org).

California is an "at will employment" state. At any time and without cause, an employee or Land of Medicine Buddha, can terminate the employer/employee relationship without cause. This job description is not an expressed or implied contract between Land of Medicine Buddha and any employee that would guarantee or suggest a promise of continued employment or accommodation.

Land of Medicine Buddha is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, religion, gender, age, sexual orientation, and physical abilities.

*\* The five lay precepts are the foundation of ethics for all persons performing duties, responsibilities or actions for on behalf of LMB. The precepts are not to kill, steal, engage in or commit sexual misconduct, lie, or take intoxicants (including alcohol, recreational drugs, and tobacco products).*