



SPIRITUAL PROGRAM COORDINATOR

The SPC department is the heart of all Vajrapani Institute's spiritual activities. The SPC works with the Executive Director to provide co-leadership in fostering a sacred, contemplative culture, helping to meet the spiritual needs of the community. The SPC's main duties are to create, plan, market and organize the spiritual activities of the center, including programs, public and private events, practices, and classes while supporting the vision, mission and intentions of Vajrapani Institute and the FPMT organization.

*As the SPC you will be accountable to the Executive Director and to the FPMT International Office to ensure that the spiritual program at the center is in accordance with FPMT policy and guidelines.

CORE RESPONSIBILITIES:

Program Planning: Working closely with the center director, the SPC is responsible to create a comprehensive program for FPMT Buddhist study and practice in line with the center's vision and culture: sending teacher invitations, planning the yearly program calendar, making travel arrangements, coordinating retreat details, coordinating teacher tours with other Bay Area and U.S. centers, as well as evaluating the benefits of various teaching programs.

Program/Retreat Implementation: Responsible for coordinating the actual logistics of our FPMT retreats and holding a conducive retreat environment: Schedule and lead pre-retreat planning meetings with other departments to ensure smooth running of events. Provide hospitality for our visiting teachers and resident teacher. Hold the retreat energy and environment for students.

Marketing and Advertising: Help in implementing a clear marketing strategy for the Center and its events in coordination with the Marketing Team: attend monthly marketing meetings, where we develop strategies to make the best use of social media, radio, and the internet. Coordinate our monthly newsletter. Manage magazine, radio, in house and online advertising.

OTHER RESPONSIBILITIES:

Spiritual Co-Leadership: Responsible for looking after the spiritual needs of the community. Provide guidance and support for staff and volunteers, co-coordinating staff classes and staff retreat days. Hold a loving, sacred and reverent space for holy objects, teachers, and all living beings.

Resource Management: Oversee the spiritual resources of the center. Maintaining the ritual implements in the Gompa, keeping the inventory of

practice materials, texts, and recordings organized and up to date, the Gompa clean and the offerings fresh, oversee library management, arrange for recording and archiving teachings given at the center, and coordinate with FPMT international regarding special recordings or resources created here.

Public Representation: Responsible for serving as one of Vajrapani Institute's representatives for various community events, public relations, and organizational development: Represent Vajrapani Institute's core values by example, occasional attendance of Vajrapani Board of Directors as a non-voting member and representative of the Vajrapani community, represent Vajrapani at FPMT Regional meetings along with the director, and participate in FPMT-Bay SPC meetings.

Workplace Professionalism: Responsible for managing yourself: keeping safe work practices, organizing time efficiently, following VPI's policies and procedures, maintaining confidentiality with revealed personal or spiritual information, and embodying Vajrapani Institute's shared values.

Other: Dinner service as needed. Attend weekly staff meetings and all staff training. Flexibility with assisting other departments as center needs arise.

REQUIRED SKILLS:

- Enthusiasm for Dharma and service to others
- A strong connection to FPMT and Lama Zopa Rinpoche
- Experience of FPMT Education Programs
- Knowledge of common Mahayana Practices, specifically in the Gelug tradition
- Knowledge of teacher and sangha protocols
- Program planning and creative solution finding skills
- Marketing, promotional and networking skills
- Excellent IT skills including familiarity with CRM software and social media. An eye for graphic design
- Ability to work harmoniously with others and a commitment to compassion and kindness
- Commitment to values-based management and general management skills
- Good at prioritizing and time management
- Well organized with an attention to details
- Legally able to work in the USA

Benefits

- Full-time, 35 hour per week position with hourly compensation
- Daily staff meditation sittings
- Opportunity to do a supported one-month personal retreat during our annual winter staff retreat
- Free lunch on workdays
- Health care stipend
- Dental coverage after first 3 months
- Housing perks for living on the land

Confidence can sometimes hold us back from applying for a job. We at Vajrapani Institute know there is no such thing as a “perfect” candidate. Here we look for exceptional people who want to make a positive impact through their work and help create a place where they, and others, can have spiritual growth. So whatever background you bring with you, please apply if this role would make you excited to come to work every day!

About Vajrapani Institute

Vajrapani Institute is located on a secluded 70 acres of land within the redwood forests of the Santa Cruz Mountains. Our purpose is to inspire deep spiritual growth by providing supportive conditions to both guests and staff members from all religious background. For over 40 years, we have been hosting retreats in the Tibetan Buddhist tradition of our founders Lama Yeshe and Kyabje Lama Zopa Rinpoche. VPI is an affiliate of the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international, non-profit organization with over 140 centers, devoted to the transmission of the Mahayana Buddhist tradition and values worldwide through teaching, meditation, and community service.

Vajrapani Institute is an equal opportunity employer and respects all expressions of life in regard to race, religion, ethnicity, culture, age, sexual orientation, gender expression and physical abilities.