



## **Front Office Assistant (Part-Time)**

### **ABOUT US**

Vajrapani Institute for Wisdom Culture (VPI) is a secluded retreat center located in the stillness of the California Redwoods. We support the transformation of spiritual teachings into experience through contemplative retreat. 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 retreaters in all traditions, we are nurtured by our Tibetan Buddhist founder Lama Thubten Yeshe and our Spiritual Director Lama Zopa Rinpoche, by our teachers and holy objects, and by nature. VPI is associated with the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international network of over 150 centers.

We are looking for a warm and kind-hearted person who values harmony and can work in a contemplative environment. This individual must be service minded and understand how his/her role serves the needs of the VPI community.

### **JOB RESPONSIBILITIES**

The Front Office Assistant's main responsibilities is to provide a consistent presence for visitors and retreatants by greeting visitors, answering phone calls, and replying to e-mail on the days when the Community Relations Coordinator (CRC) is away. This role calls for a strong communicator who is service orientated.

### **JOB DUTIES**

- **Booking Management:** manage e-mail communications by responding promptly to requests for information and service for group and private retreats. Provide accurate information to customers and update staff on changes to bookings.
- **Retreater Care:** Check in retreaters, take receipt of payments, and respond to requests from guests housed in cabins and in the dormitory.
- **Greeter:** welcome casual visitors and provide thorough orientations for cabin guests.
- **Office Management:** distributing mail, filing, and cleaning.
- **Database Management:** updating contact information for members, guests, and donors. Taking payments from members and donors. Consistent and accurate data entry.

## **QUALIFICATIONS**

In adapting to our remote retreat environment and in managing our retreat center, we are looking for the following qualities:

- Excellent oral and written communication skills
- Minimum 2 years office management experience
- Excellent computer skills including knowledge of standard office software packages.
- Prior database experience
- Approved to work in U.S.

## **BENEFITS**

This is a part-time position totaling two days a week on Mondays and Tuesdays - totaling 14 hours/week.

**APPLICATION DEADLINE:** Open until filled.

## **TO APPLY:**

Please fill out the VPI application, attach your resume, and submit at the following link:  
<http://vajrapani.org/employment-and-volunteering/>

*Vajrapani Institute is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, religion, gender, age, sexual orientation, and physical abilities.*