



Vajrapani Institute for Wisdom Culture is looking for a new Spiritual Program Coordinator to join our team.

The SPC department is the heart of all Vajrapani Institute's spiritual activities. The SPC works together with our Resident Teacher, the Executive Director, and the Assistant SPC 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.**

ABOUT US:

Vajrapani Institute for Wisdom Culture (VPI) is a secluded FPMT retreat center located in the stillness of the California Redwoods, USA. Our purpose is to inspire deep spiritual work by providing the most supportive retreat conditions possible.

We are looking for a warm and kind hearted person who values harmony and can, therefore, live and work in a contemplative environment with a community of practitioners made up of retreaters, resident monastics and staff members. This individual must be service minded and understand how his/her role serves the needs of the Vajrapani community and the FPMT organization.

CORE RESPONSIBILITIES:

Program Planning: Working closely with the center director and resident teacher, 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 superior hospitality for our visiting teachers and resident teacher. Hold the retreat energy and environment for students in conjunction with the part time SPC assistant. The SPC may also plan and lead classes, meditations, or discussion groups when other more suitable leaders are not available.

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,

newspaper, television and the internet. Coordinate our monthly E-news in partnership with newsletter team. Manage magazine, paper, radio, in house and online advertising.

OTHER RESPONSIBILITIES:

SPC Department Lead: *Responsible for the overarching health and collaboration of the of the SPC department:* The SPC is the main point person/ manager for the part time SPC assistant. Working together as a team and in parallel roles to support one another and the center. Coordinate weekly to bi-weekly meetings to check in on updates, priorities, and the evolution of roles to see if there are possible rearrangements needed.

Resident Teacher Support: *Help ensure the resident teacher has the supports they need to thrive at the center:* Help coordinate the teacher's schedule of teachings at the center and possibly in town as that arises. See that proper protocol in regards to teacher care is being upheld and check in with them to see how they are doing.

Spiritual Co-Leadership: *Responsible for looking after the spiritual needs of the community in conjunction with our resident teacher and SPC assistant:* set the example as a student and practitioner, coordinate with the resident teacher and SPC assistant to 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: *Work in conjunction with the SPC assistant, for overseeing the spiritual resources of the center (these duties mainly help by SPC assistant):* Maintaining the ritual implements in the Gomba, keeping the inventory of practice materials, texts, and recordings organized and up to date, the Gomba 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, Sit on the Vajrapani Board of Directors quarterly meetings 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.

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
- Graphic design skills are helpful
- 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:

This is a full-time, 35 hour per week position. Compensation includes \$11.50/hour, subsidized room and board, as well as dental insurance, and full or partial reimbursement of existing health care premiums. There is ample opportunity to develop one's spiritual practice, including our annual Winter Retreat, where staff are supported to do a personal retreat over the month of January. The main reward for offering service at the Institute is the joy of supporting oneself and others on the path to enlightenment.

We request that each person make a sincere effort to treat other staff, community members, retreaters and guests of Vajrapani with compassion and generosity. With awareness that we are all at various places along the path, we ask that each staff member make a sincere and concerted effort to put the Dharma into practice in all aspects of daily life including work so that we may create a peaceful, positive and caring work environment.

To Apply:

Please visit our website at vajrapani.org Fill out an application and send this along with a resume and cover letter to jobs@vajrapani.org.

We're looking to fill this position as soon as possible. Applications accepted until position is filled.