



Spiritual Program Coordinator

The SPC department is the heart of all Vajrapani Institute's spiritual activities. The SPC works together with our resident sangha member, Resident teacher and our center 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, the FPMT and its Spiritual Director.

***As an FPMT SPC you will be accountable to the center director and to the FPMT International Office to ensure that the spiritual program at the center is in accordance with FPMT policy and guidelines, and that it reflects the unique teaching style of Lama Yeshe and Lama Zopa Rinpoche, as captured in FPMT Standard Education Programs.**

ABOUT US:

Vajrapani Institute for Wisdom Culture (VPI) is a secluded FPMT retreat center located in the stillness of the California Redwoods. 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 VPI community and FPMT.

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 resident sangha member. 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. Oversee the maintenance of the information pertaining to VPI on the VPI website and make certain it is up to date (e.g., Who is Vajrapani, Our Teachers, Holy Objects, FPMT History, LTK Tradition and Life Story, Courses and Group Retreats, Calendar of Events, General Course Information, Daily Prayers, Our Teachers, eGroup, related links, and possibly new pages).

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 resident sangha. 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 resident sangha member:* set the example as a student and practitioner, coordinate with the resident teacher and resident sangha member 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 resident sangha, for overseeing 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 VPI's representatives for various community events, public relations, and organizational development:* Represent VPI's core values by example, Sit on the Vajrapani Institute Board of Directors quarterly meetings as a non-voting member and representative of the Vajrapani community, represent VPI 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 VPI's shared values.

REQUIRED SKILLS:

- Enthusiasm for Dharma and service to others
- A strong connection to FPMT and Lama Zopa Rinpoche
- Program planning and creative solution skills
- Marketing, promotional and networking skills
- Graphic design skills are helpful
- Knowledge of common Mahayana Practices, specifically in the Gelug tradition

- Knowledge of teacher and sangha protocols
- 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 \$10.50/hour, with subsidized onsite fresh cooked meals, as well as subsidized housing. Dental insurance, and health plan reimbursement up to a set amount after four months. VPI also offers incredibly competitive time off benefits, equaling eighteen (18) days paid time off by end of 1st year. There is ample opportunity to develop one's spiritual practice, including our annual Winter Retreat, when staff is 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.

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