



Kunsang Yeshe Retreat Centre

Job Description for the Spiritual Program Coordinator (SPC)

Kunsang Yeshe Retreat Centre is a Tibetan Buddhist Centre affiliated with the FPMT and located in the beautiful Blue Mountains, 2 hours west of Sydney.

We are actively looking for an SPC to help develop, structure and coordinate our spiritual programs and retreats.

The primary responsibility of the SPC is the coordination and management of the spiritual program, in alignment with FPMT policy and guidelines.

The SPC is responsible for:

- Planning the spiritual program & its budget in consultation with the Director and visiting and resident teacher(s) if any.
- Preparing reports for the Director, Board meetings and others as required.
- Setting-up and co-ordinating a Spiritual Program Team (SPT).
- Ensuring that the spiritual program reflects the unique FPMT lineage, as presented in FPMT education programs and the FPMT Five Pillars of Service.
- Managing program implementation. This includes:
 - engaging non-residential teachers, facilitators and meditation & puja leaders.
 - organising their travel, accommodation, offerings, attendant, translator etc.
 - coordinating advertising & marketing.
 - liaising with visiting & resident teachers about program.
 - monitoring events & teachings & providing feedback.
 - ensuring that the logistic requirements of the program are met.
 - ensuring that materials required for teachings and practices are available.
 - overseeing the library & archives
 - making provision for the care of the gompa and maintenance of offerings.
 - general administration associated with the program.
- Liaise with FPMTA and the SPC network both locally and internationally
- Be an active member of the Centre's management committee.

Skills

- You will have a commitment to Buddhist practice, ideally with a commitment or as a student of FPMT and Lama Yeshe and Lama Zopa Rinpoche.
 - Familiarity with the FPMT tradition of study, practice, service and ethical conduct
- You are able to liaise with a range of different situations and people – you can apply Buddhist practice to your interactions with others.
- Adaptability with a 'can do attitude' – able to embrace change and adapt where necessary.
- Team player – ability to work with the different parts of the Centre.
- Technical skills an advantage working with websites and social media. The job role is not responsible for these activities but needs a general knowledge.

Job sharing where more than one person could carry out this role may be possible.

Conditions and Entitlement

Time commitment

This is a part-time position, requiring a minimum of 20 hrs work per week, at home or at the Centre, on a flexible schedule to allow for variations in workload.

Leave

The SPC will be entitled to 4 weeks leave of absence every 12 months. This will not include time away from the Centre at required meetings or on centre business.

Support

This is a volunteer position without stipend. The SPC is not required to pay to attend courses or events offered by the Centre.

Appointment

The SPC is co-appointed by the Centre Director and the Centre Services director at FPMT International Office. The SPC's primary line manager is the Centre Director, and the SPC should also keep International Office informed as to the overall program.

The SPC is an ex officio member of the Board and optionally, the Centre Management Committee.

Appointment is for a period of 2 years, automatically renewable provided the SPC, Centre Director & FPMT Centre Services Director wish to extend it.

How to apply

Please send the following to the Director, Craig Schuettrumpf - director@kunsangyeshe.com.au.

A one-page letter explaining why you are right for this role and the role is right for you

1. A detailed resume, both Dharma and professional
2. The names of two referees (with email address, phone number), preferably one spiritual and one professional,

Thank you for your interest in this role!