

## **Karmê Chöling Job Description**

<b>Position Title</b>	In-House Program Coordinator
<b>Department</b>	Practice, Education & Programs
<b>Reports to</b>	Director of Practice, Education & Programs
<b>General Summary of Function</b>	Organize, plan and implement in-house, online, and hybrid programs at Karmê Chöling. In addition, the In-house Program Coordinator liaises with organizers of Self-Directed In-House Retreats to advise and assist as necessary. The coordinator is an on-going reference point for teachers, guest-program staff, and participants, both online and in house. As such, they have significant responsibility for manifesting in a way that conveys Shambhala Vision. The Coordinator must organize, communicate and delegate the work needed from individuals and departments to host programs and retreats both online and in-house.
<b>Key Tasks and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. The primary responsibility of the In-House Program Coordinator is COMMUNICATION. Communication with teachers, guest-program staff, online staff, in-house departments and staff, and program participants before, during, and after the retreat.</li> <li>2. Attend to all details of program preparation: schedule, participant communication, rota (for in-house participants), set-up, etc.</li> <li>3. Confer with and maintain a cooperative relationship with other KCL departments.</li> <li>4. Train and oversee guest-program staff.</li> <li>5. Present orientation and make announcements during program.</li> <li>6. Manage On-site Zoom logistics: schedule meetings, set-up cameras, microphones, etc.</li> <li>7. Create an environment consistent with Shambhala Buddhist forms and teachings.</li> <li>8. Relate with in-house participants and assist them to the extent possible in acclimating to the retreat environment.</li> <li>9. Maintain awareness of and attend to participants, guest-staff and teacher's needs.</li> </ol>

	<p>10. Participate in program staff meetings</p> <p>11. Attend Programs Department and interdepartmental Programs Meetings.</p>
<p><b>Knowledge, Skills and Abilities</b></p>	<ol style="list-style-type: none"> <li>1. Interest in, knowledge of and commitment to Shambhala Buddhist view and practice, and enthusiasm and commitment to one's own meditation practice.</li> <li>2. Eager to foster a sense of community within the physical boundaries of KCL and extending that to our online and local sangha.</li> <li>3. Good communication skills: writing, computer skills, public speaking.</li> <li>4. Ability to organize events, work with details and maintain larger overall awareness of program and organizational needs</li> <li>5. Working knowledge of Zoom meeting management: KCL will train candidates on the skills specific to hybrid program broadcasting, but applicants should have a working knowledge of Zoom basics.</li> <li>6. High level of knowledge of Shambhala programs and practices helpful.</li> <li>7. Ability to work with heightened states of mind and stressful situations.</li> </ol>
<p><b>Experience/ Education/ Certification Requirement</b></p>	<ol style="list-style-type: none"> <li>1. Experience coordinating Shambhala Buddhist programs required.</li> <li>2. Experience managing Zoom meetings preferred.</li> <li>3. College degree preferred.</li> </ol>