

Karmê Chöling Director of Programs 2023

Job Description: The Director of Programs is responsible for the successful development, implementation, and evaluation of online, in-person and hybrid programs at Karme Choling. Reports to Executive Director.

Overview of Function

- Holds the Karmê Chöling vision of program development “to inspire people to discover their basic goodness and manifest it in community and the world as enlightened society”
- Develops and plans programming in collaboration with KCL senior leadership and Shambhala
- Ensures quality of programs logistics and support
- Fosters a sane, caring, well-trained department

Key Tasks and Responsibilities

- Participates in the recruiting, training and skill development of Program Staff and guest program coordinators
- Ensures the staffing, prep, and coordination of programs
- Works with Shambhala Global Services to host core Shambhala curriculum
- Meets to price programs and evaluate Profit and Loss with Director of Finance
- Review Programs departmental budget year to date
- Meets regularly with Director of Marketing to support program promotion
- Meets with other department directors and staff to discuss major program planning
- Schedules programs on the working calendar a minimum of 1 year ahead
- Manages negotiations and scheduling of group special events and private group retreats
- Maintains, orders and manages online program support and equipment
- Update Omnis database with programs descriptions, pricing, and staffing needs
- Acts as liaison to teachers during their visit to Karmê Chöling
- Updates archive of recorded dharma talks

Knowledge, Skills and Abilities:

- Ability to mentor and train coordinators to create welcoming, dignified, wakeful and efficient containers for their programs
- Ability and skill to prioritize and manage multiple tasks, with attention to detail
- Excellent interpersonal communication, problem solving skills, flexibility and adaptability
- Experience with Macintosh Systems, Microsoft Word and Excel, Google, Zoom, Vimeo and Wordpress applications required

Experience / Education Requirement

- Extensive experience as a coordinator of Shambhala and/or meditation retreat programs (experience coordinating major Shambhala programs preferred)
- Must be a Vajrayana practitioner
- Management experience preferred
- Experience with budgets

