

Consultant Position Description

Position Title: Administrative Assistant & Volunteer Coordinator

Job Overview and Purpose: The Administrative Assistant & Volunteer Coordinator is responsible for Administrative Assistant tasks described below, and is the primary person working with East Bay Meditation Center's large number of volunteers. Working with the Operations Committee, and the teachers, they would be responsible for training, scheduling, coordinating, and supporting the activities of volunteers. They would gain a detailed understanding of EBMC's history, mission, vision, and culture, and be responsible for sharing it with volunteers and others.

Desired Skills/Experience/Qualifications:

- A history of meditation practice and familiarity with the Dharma, especially as it applies to generosity of service.
- Effective communications skills, ability to work with people.
- Considerable experience and ease with computers, the Internet and email, especially Word and Excel.
- Highly organized, detail oriented, and efficient.
- Ability to complete work according to fixed deadlines.
- Comfortable with receiving feedback, and following directions.
- Cultural awareness, sensitivity, and competence in working and communicating across different cultural communities.
- Previous knowledge or experience in this kind of role.

Job Tasks:

Coordinate the developing "Path of Service" Volunteer Program at EBMC:

- Train, coordinate, and schedule EBMC volunteers. These include Registrars, Event and Sitting Group Greeters, Event Managers, Temple Keepers, Supplies Manager, Database Manager, Outreach Coordinators, Special Events Volunteers, Program Committee Volunteers, Bulk Mail Volunteers.
- Train or find ways to provide training and orientation for volunteers on procedures and policies at EBMC so that volunteers are able to accomplish their service feeling fulfilled and appreciated.
- Create an environment that encourages service activities as being a part of dharma practice.
- Take care of the needs and questions of volunteers so that volunteers would be supported to be involved with EBMC over the long term.
- Nurture and cultivate a growing sense of community within the EBMC Path of Service Program.
- Work with the Operations Committee to thank volunteers.

Administer the EBMC Event Registration Process:

- Schedule Volunteer Event Registrars and Volunteer Event Managers.
- Create Registration Surveys on Survey Monkey.
- Oversee production and scheduling of twice-weekly email announcements by the Volunteer Email Outreach Coordinator on ConstantContact.com.
- Download Event Registration Lists weekly, and send them to Volunteer Event Registrars.
- Prepare Event Sign-In Sheets for Teachers from Master Lists provided by the Registrars.
- Oversee the scheduling of Day-of-Event volunteers in collaboration with Event teachers and/or Volunteer Event Managers.
- After each Event, prepare the Master List for Merging into the database by the Database Manager
- Handle last-minute Volunteer and Administrative problems.

Please Note: As this is a new position, there will be an ongoing evaluation process led by the EBMC Operations Committee, to prioritize tasks, and amend the above list as needed.

Work Schedule & Arrangements: Flexible, 30 hours/week.

Compensation: \$2,300 - \$2,600/month, depending on experience

Work Location: The tasks can be performed from the volunteer's home, EBMC, or anywhere where they have Internet access. Some tasks will need to be done at EBMC or the location of special events.

Training Available/Provided: Training on Center operational procedures and policies, as well as on SurveyMonkey.com, ConstantContact.com, and the EBMC Webmail program provided by Operations Committee members.

Contract Duration: 6 months, potentially renewable, contingent on an evaluation, and the availability of funding.

Application Deadline: The position is open until filled. The first review will be around March 13, 2009.

EBMC Contact Person(s) and Contact Information: Mushim Ikeda-Nash, EBMC Center Coordinator, admin@eastbaymeditation.org