

## **Consultant Position Description**

### **Position Title: Event Planner & Volunteer Coordinator**

**Job Overview and Purpose:** The Event Volunteer Coordinator will be the primary person working with East Bay Meditation Center's volunteers in managing the final weeks of preparation for the Apr. 2, 2010 "Carrying the Lamp of Love" fundraiser with Alice Walker and Jack Kornfield. Working with the Chair of the Fundraising Committee, Coordinator will be responsible for training, scheduling, coordinating, and supporting the activities of volunteers in the final weeks leading up to, and on the day of the event. Coordinator would gain an understanding of EBMC's history, mission, vision, and culture, and be responsible for sharing it with volunteers and others.

**Desired Skills/Experience/Qualifications:**

- Familiarity and experience with the East Bay Meditation Center, through participation in Sitting Groups and/or attendance at EBMC retreats or classes.
- A history of meditation practice and familiarity with the Dharma, especially as it applies to generosity of service.
- Multicultural awareness, sensitivity, and competence in working and communicating effectively with people across lines of cultural difference.
- 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.
- Comfortable with responding quickly and flexibly to changing conditions and situations.
- Previous knowledge or experience in this kind of role.

**Job Tasks:**

- Establish a system for screening prospective EBMC April 2 Event volunteers.
- Train, coordinate, schedule, and supervise EBMC April 2 Event volunteers. These will include volunteers working on the Outreach and Ticket Sales teams before the event, and Day-of-Event teams.
- Maintain detailed records and lists of volunteers and tasks accomplished.
- Work with the Fundraising Committee to thank volunteers.
- Handle last-minute Volunteer problems.

**Desired Outcomes**

- The volunteer management of the Apr. 2 event runs smoothly, with well trained volunteers accomplishing all necessary tasks efficiently and effectively.
- Volunteers are able to accomplish their service feeling fulfilled and appreciated.
- An environment is created that encourages service activities as being a part of dharma practice.
- Volunteers will feel supported to be involved with EBMC over the long term.

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

**Work Schedule & Arrangements:** Flexible schedule for a total of 200 hours, between hiring date and April 9.

**Stipend: \$3,000 - \$3,600, depending on experience**

**Work Location:** The tasks can be performed from the Coordinator's home, EBMC, or anywhere where there is Internet access, as well as on site at the Scottish Rite Center.

**Training Available/Provided:** Training on Center operational procedures and policies, as well as on the EBMC Web programs provided by Fundraising Committee Chair.

**Application Deadline:** The position is open until filled. The first review will be around Feb. 10, 2010.

**EBMC Contact Person(s) and Contact Information:** David Foecke, EBMC Fundraising Committee Chair, davidfoecke@yahoo.com