

## **Employee Position Description**

### **Position Title: Operations Coordinator**

**Job Overview and Purpose:** The Operations Coordinator will be the primary person responsible for the management of EBMC's publicity for events, oversight of volunteers involved in the management of the database, working closely with the Operations Committee on facilities management, human resources administrative tasks, board (Leadership Sangha) meeting scheduling and coordination, and serving as liaison between the board (Leadership Sangha) and the building owner. The Operations 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 community building.
- Multicultural awareness, sensitivity, and competence in working and communicating effectively with people across lines of cultural difference, and different abilities.
- Highly developed planning skills and experience in planning.
- Effective communications skills, ability to work with people, and to train and empower volunteers.
- 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.
- Comfortable with responding quickly and flexibly to changing conditions and situations.
- Previous knowledge or experience in this kind of role.

**Job Tasks:**

- Prepare publicity timeline for each EBMC event.
- Communication with and coordination of all teachers and volunteers involved in event publicity tasks.
- Management of the integration of all publicity tasks into a master publicity calendar.
- Tracking, follow-up and reminders to all volunteers involved in event publicity.
- Managing coordination between event and fundraising publicity.
- Managing coordination between database and publicity functions.
- Tracking event registration and other statistics.
- Liaison between Operations Committee and the building owners regarding facilities issues including maintenance and expansion of facilities to include the upstairs space at 2141 Broadway.
- Oversee management of the EBMC database in collaboration with volunteers on the EBMC Data Team.
- Human resources administrative calendar.
- Coordinate the scheduling of board (Leadership Sangha) meetings, send out reminders and provide logistical support (e.g., ordering food) as needed. This does not include agenda preparation or minute taking or distribution.
- Other duties as assigned by the Leadership Sangha.

### **Desired Outcomes**

- Publicity for all EBMC events is timely and professional.
- Transition of EBMC's database to an online system is smooth and results in an effective database management system.
- Statistics about EBMC's events and database are meticulously tracked and reported.
- Facilities issues are communicated swiftly and effectively to the building owners and are resolved in a timely and satisfactory manner.
- Human resources tasks are executed in a timely manner.
- Board (Leadership Sangha) meetings are scheduled efficiently and clearly.
- Volunteers are able to accomplish their service feeling fulfilled and appreciated.

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

**Work Schedule & Arrangements:** Flexible schedule of 20 hours/week.

**Compensation:** \$20,000 to \$26,000/year depending on experience and qualifications. Worker's compensation and unemployment insurance benefits included; medical benefits not included.

**Work Location:** The tasks can be performed from the Coordinator's home, EBMC, or anywhere where there is a secure Internet access.

**Training Available/Provided:** Appropriate training will be provided by Leadership Sangha members or other EBMC volunteers or staff.

**Trial period:** 12 months, with a 6-month check-in.

**This position reports to:** The EBMC Center Coordinator, Mushim Ikeda-Nash.

**Application Deadline:** The position is open until filled. The first review will be around July 12, 2011. Please send your resume by email to the contact person listed below. (No phone calls please.)

**EBMC Contact Person(s) and Contact Information:** Mushim Ikeda-Nash, EBMC Center Coordinator, [hiringoperations@eastbaymeditation.org](mailto:hiringoperations@eastbaymeditation.org)

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