

Intern Position Description

Position Title: People of Color Sitting Group Coordinator

Position Overview: The POC Sitting Group Coordinator will be the primary person responsible for the management of EBMC's weekly sitting group for People of Color.

The POC Group Coordinator Intern position is a 5-fold position:

- 1) Recruit and train volunteers
- 2) Coordinate sitting group online activities
- 3) Serve as information liaison between EBMC and the wider People of Color community
- 4) Attend weekly group to provide teacher assistance and event support
- 5) Receive monthly dharma mentorship from EBMC teachers

- I. **Recruit and train volunteers:** Recruit and train volunteers to support the Thursday night sitting group. Attend weekly sitting group and recruit volunteers. Promote volunteerism by giving short talks and collecting names to add to our current volunteer list. Training includes how to open and close the center, set up the space properly, serve as a greeter, monitor sign-in sheets, promote the POC Sangha listserve, support the teachers, give Dana talks and process Dana.
- II. **Coordinate sitting group online activities:** Collect sign-in sheets from the People of Color Sangha. Manage the existing POC database and enter new names and email addresses weekly. Send out bi-weekly online announcements. Send out weekly reminder emails to scheduled teachers and update the online teacher schedule quarterly. Occasionally contact and schedule approved teachers of color. Oversee volunteers designing the POC home page on the website. Promote the POC sitting group utilizing various online resources whenever possible.
- III. **Serve as information liaison:** Operate as the point of contact person for all POC Sangha-related matters. Answer all questions from the community about the Thursday night group via email or in person if needed. Communicate directly with all scheduled teachers if they have any questions or concerns. Communicate directly with supervisor or Leadership Sangha if any problems or issues arise as it pertains to the safety and well-being of the group. Work together with teachers, staff and volunteers to ensure everyone has the correct information as it relates to their roles and the group as a whole.
- IV. **Attend weekly group to provide teacher assistance and event support:** Attend the sitting group regularly to support volunteers, make announcements and interact with the sangha. Attendance from 6:30 pm – 9:30 pm every Thursday is an important part of this position.
- V. **Dharma mentorship:** The POC sitting group intern will receive dharma mentorship from various EBMC teachers with whom the intern will meet with once a month. In addition, assigned readings and a research project on diversity will be included.

People of Color Sitting Group Coordinator

Desired Skills/Experience/Qualifications:

- Leadership/coordination skills
- Experience volunteering at EBMC events a plus
- Reliable, punctual, good follow-up
- Friendly, personable and patient
- Good oral and written communication skills
- Cultural sensitivity and comfort working with diverse populations
- Able to work most Thursday evenings
- Sincerity in Dharma practice and service

Job Tasks:

- Communicate with volunteers to prepare for weekly group
- Email and, if necessary, call volunteers for setup, greeting & cleanup
- Arrive 45 minutes early to open up the Center and stay 30 minutes after to close the center
- Manage the microphone system (training provided)
- Meet with and provide instruction to volunteers to ensure proper set-up, check-in of attendees
- Help teachers with small logistical tasks as needed on Thursday evenings
- Collect POC email list, enter into database and distribute to appropriate volunteers on a weekly basis
- Submit weekly status and activity reports
- Organize online group activities including announcements (training provided)
- Serve as Communication Czar on behalf of the POC Sangha

Time Commitment and Schedule:

Approximately 10 hours/week + 3 hours a month reporting and meeting

Work Location: East Bay Meditation Center and from home

Training Available/Provided: Appropriate training will be provided by Spring Washam, a Core teacher, Leadership Sangha members or other EBMC volunteers or staff.

Position duration/trial period: This position is for 12 months, with a 3-month trial period.

Compensation: \$365/month. Worker's compensation and unemployment insurance benefits included; medical benefits not included.

Reports to: A Leadership Sangha (board) committee comprised of Konda Mason, Charlie Johnson, and Larry Yang until July 1, 2012. Reports to Spring Washam as of July 1, 2012.

Application Deadline: The position is open until filled. Please send your resume by email to: Hiring@eastbaymeditation.org. (No phone calls please.)

Posted Nov. 29, 2011