

Milarepa Center

1344 US Route 5 South
Barnet, Vermont 05821 USA

Lama Thubten Yeshe: Founder
Lama Zopa Rinpoche: Spiritual Director

Job Opportunity

Position title: Center Manager
Organization name: Milarepa Center, Barnet Vermont, USA

Organization overview: Milarepa Center is an FPMT affiliated Tibetan Buddhist retreat center located on 276 acres of stunning beauty in the Green Mountains of northern Vermont, offering a wide variety of programs encompassing compassion and wisdom through study, meditation and service.

Position overview: We are looking for a creative, self-starter, detail-oriented, well-organized and passionate Dharma practitioner to be our new Center Manager. This is a full-time (40 hour/week) residential position where one will perform and supervise tasks related to center management. There is a lot of room to grow in this position. Willingness to develop skills, learn on the job, and create and implement projects to benefit Milarepa Center is important.

Position responsibilities:

- Create and be a part of a harmonious and welcoming environment for guests and staff
- Manage reception, reservations for cabins, programs, and accommodation bookings
- Project manage logistics for group retreats, including develop and manage program registrations
- Work with Director on advertising and marketing of Milarepa Center and group retreats
- Coordinate volunteers, such as work study
- Manage Milarepa Center membership and contact database, in conjunction with Director
- Ensure there are audio and visual recordings of spiritual activities and teachings
- Assist with uploading audio and visual recordings to YouTube, Vimeo, and other outlets
- Manage Milarepa Center bookstore/gift shop, including ordering inventory
- Assist with all forms of Milarepa Center communication such as monthly/weekly e-letter, website, Facebook, Instagram, and other social media outlets
- Welcome newcomers to the center and give tours
- Assist and manage all center advice from Lama Zopa Rinpoche
- Manage office supply inventory and purchase equipment as necessary
- Participate in weekly staff meetings
- Be available to cover other staff positions as needed, or contribute volunteer hours to aid the residential community's need, if necessary, for example, in the case of other staff taking vacation or becoming ill.
- Be flexible with which days are taken off taking into consideration the schedule of program events
- Perform other job-appropriate activities as requested by Director

Other Responsibilities: Help run programs and retreats. Assist with some aspect of the spiritual program at Milarepa Center with the help of other team members, such as the daily water bowl practice and monthly pujas.

Required:

- A genuine interest in Buddhism and living in a community of other practitioners
- Computer savvy and Microsoft Suite proficient
- Excellent written and verbal English skills
- Able to read and pick-up on non-verbal cues
- Must be already legal to work in the United States before applying. Milarepa is unable to assist with obtaining visas.

Preferred:

- Familiarity with and respect for Rinpoche and the FPMT organization
- Community living
- A good heart
- Able to work well with individuals from a wide range of backgrounds and cultures
- Able to work both independently and collaboratively
- Working knowledge of social media and event promotion
- Excellent Project Management and Event Management skills

Compensation: Room, board, \$800/month, and participation in spiritual programs when appropriate around work. Fifteen days paid vacation and retreat time, including all U.S. and Vermont public holidays.

Applications are due by February 24, 2014.



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Affiliated to the Foundation for the Preservation of the Mahayana Tradition