

# Milarepa Center

1344 US Route 5 South  
Barnet, Vermont 05821 USA

*Lama Thubten Yeshe: Founder*  
*Lama Zopa Rinpoche: Spiritual Director*

## Job Opportunity

**Position title:** Spiritual Program Coordinator  
**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, detail-oriented, well-organized and passionate Dharma practitioner to be our new Spiritual Program Coordinator (SPC). This is a full-time (40 hour/week) residential position where one will perform and supervise tasks related to spiritual programs and center management. The SPC is responsible to the centre director, and to FPMT International Office to ensure that the spiritual programme is in accordance with FPMT policy and guidelines and that it reflects the unique teaching style of Lama Yeshe and Lama Zopa Rinpoche, as captured in FPMT Standard Education Programs.

### **Position responsibilities:**

- Create and be a part of a harmonious and welcoming environment for guests and staff
- Develop, design, and implement annual spiritual program, working closely with the Director
- Manage all aspects of the spiritual program including writing and following up on invitation letters, planning programs, scheduling visiting teachers, writing and producing/coordinating print publications and flyers, marketing, as well as on-site and day-of event coordination, and ordering ritual supplies
- Coordinate on-site spiritual programs including preparing the gompa for all events
- Lead meditations and chants during retreats, assist with leading pujas, and lead monthly open meditation sessions
- Assist and manage all center advice from Lama Zopa Rinpoche
- Manage Milarepa Center membership and contact database
- Invite various FPMT registered teachers while working closely with the Director
- Coordinate with the FPMT Education Department all prayer booklets, mantras, and practices
- Ensure there are audio and visual recordings of spiritual activities and teachings
- Manage Milarepa Center bookstore/gift shop
- 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
- 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
- Serve on Milarepa Center's Board of Directors

### **Additional Responsibilities**

Manage areas of guest services and office administration. Help run programs and retreats. Assist with daily aspects 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:**

- Devotion to Lama Zopa Rinpoche, or at least familiarity with and respect for Rinpoche and the FPMT organization
- Formal Buddhist refuge
- A daily meditation practice
- Strong Dharma knowledge
- Participation in at least one retreat at an FPMT center
- Volunteer experience at an FPMT center
- 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:**

- 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, Google Analytics, 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.



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*Affiliated to the Foundation for the Preservation of the Mahayana Tradition*