

Milarepa Center

1344 US Route 5 South
Barnet, Vermont 05821 USA

Lama Thubten Yeshe: Founder
Lama Zopa Rinpoche: Spiritual Director

Job Opportunity

Position title: Facilities and Land 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, team-player, self-starter, detail-oriented, well-organized, and passionate Dharma practitioner to be our new Facilities and Land Manager. This is a full-time (minimum 40 hours per week) residential position where one will perform and supervise tasks related to facilities and land management. Willingness to be part of a team and help grow Milarepa Center is important.

Position responsibilities:

- Create and be a part of a harmonious and welcoming environment for guests and staff
- Inspect and maintain all structures, equipment, and property belonging to or located at the Center
- Take an active role in the overall development process of expanding the Center's buildings, property, infrastructure (water, sanitation, and power), and operations
- Manage the 276 acres of land; including managing firewood, posting no hunting signs, making sure the property is not being lived on or hunted on
- Manage or assist in management of all building projects; manage seasonal work crews
- Coordinate all seasonal operations to include outdoor supplies such as tent, chair, heater, and/or portable toilet rentals; tent, canopy, tarp, outdoor chairs and tables, outdoor plumbing; firewood preparation and replenishing; and automotive tire change/storage
- Monitor all fuel levels on property and coordinate periodic filling and servicing for heating and cooling
- Coordinate or perform all seasonal work: snow and tree removal, lawn mowing, brush burning, wood stacking, etc
- Manage and maintain all equipment including but not limited to: the truck, the center car, the chainsaw, the washer and dryer, etc.
- Manage and coordinate all maintenance work needed around Milarepa Center
- Manage all facility related volunteers and maintain positive relationships
- Coordinate garden planting and harvesting schedules with gardeners to include: moving and maintaining compost bins; compost removal from kitchen; and feed and plant delivery
- Oversee and remove recycling and trash as necessary including burning appropriate debris
- Monitor and coordinate driveway maintenance and improvements
- Monitor and maintain healthy and adequate well water system
- Monitor and maintain electrical system and smoke/carbon monoxide detectors and fire extinguishers
- Maintain organized workshop and barn storage
- Maintain all relevant documentation and records of all maintenance and projects
- Manage the Facilities and Land Management Budget



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Affiliated to the Foundation for the Preservation of the Mahayana Tradition

- Work with the Director to develop plans and timelines to accomplish seasonal projects with attention to priority projects
- 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

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:

- Ability to prioritize and manage a variety of maintenance activities and building projects.
- Previous facilities/maintenance/land management experience
- Excellent Project Management and Event Management skills
- Able to work both independently and collaboratively
- 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:

- A genuine interest in Buddhism and living in a community of other practitioners
- Familiarity with and respect for Rinpoche and the FPMT organization
- Experience with community living
- Previous experience managing people
- A good heart
- Able to work well with individuals from a wide range of backgrounds and cultures

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.

How to Apply:

Submit in Word or PDF format to Director@MilarepaCenter.org by May 22, 2015.

1. Cover Letter (one to two pages)
2. Resume
3. Completed Application

Please submit all three items in one email. Thank you!

