



EAST BAY MEDITATION CENTER

A Diverse Community Sharing Wisdom Teachings and Social Engagement

285 17th Street
Oakland, CA 94612

Position Title: Facilities & Operations Director

Purpose of Position

The Facilities & Operations Director will be the primary person responsible for the operations of EBMC facilities, including IT management. This position will also serve as backup event manager and liaison with EBMC Practice Groups.

Primary Duties and Responsibilities:

- Repair and maintain facilities:
 - Repair and replace broken items as needed
 - Annual cleaning of meditation mats and cushions and carpet cleaning
 - Oversee volunteer temple keepers (laundry and facilities)
 - Clean and organize storage area
 - Coordinate delivery and storage of donations
 - Oversee weekly contract cleaning service – supplies, payment, scheduling
 - Conduct weekly safety walk-throughs
 - Provide emergency protocol training to Sangha leaders
 - Charge and update donation iPads as needed
 - Troubleshoot issues with printers, computers, and other equipment
 - Bring e-recycling materials to disposal center as needed
- Liaison to Property Management
 - Large repairs
 - Space access
 - Lease discussions
- Oversee facility improvements and equipment upgrades
- Manage alarm systems
 - First point of contact for alarm issues
 - Monitor alarm activity through app
 - Work with Sangha members to troubleshoot problems as they arise

- Oversee distribution of alarm codes.
- Manage Fragrance Free Shop
 - Maintain fragrance free inventory including ordering and preparation of products
- IT systems management
 - Google Suites, website (WordPress), Dropbox, Zoom
 - Manage domain email addresses
 - Set up and manage email groups
 - Work with website volunteer and Palante Tech Coop to troubleshoot and update site as needed
 - Coordinate with email listserve volunteers
- Inventory management
 - Monitor and order inventory as needed including office supplies, cleaning supplies, utensils, program materials, etc
 - Receive inventory at home address and delivery to EBMC
 - Prepare and pick up print orders
- Event management
 - Manage classes and assist teachers as needed in coordination with Event Director
 - Includes supervising event volunteers, opening and closing the center, and processing donations after classes.
- Liaison with practice groups
 - Rotate amongst weekly practice groups to communicate, train, and assist practice group coordinators with EBMC operations and facilities tasks.

Overall Qualifications

- Familiarity and experience with the East Bay Meditation Center, through participation in practice groups and/or attendance at EBMC retreats or classes
- History of meditation practice and familiarity with the Dharma, especially as it applies to generosity, including the generosity of service
- Multicultural awareness, sensitivity, and competence in working and communicating effectively with people across lines of cultural difference and ability
- Effective verbal and written communications skills and ability to work with people
- Considerable experience and ease with technology
- Highly organized, detail oriented, and efficient
- Ability to prioritize tasks in a flexible manner according to changing conditions
- Ability to complete work according to fixed deadlines
- Able to work independently and as a part of a shared leadership team
- Comfortable with giving and receiving feedback
- Comfortable with responding quickly and flexibly to changing conditions and situations
- CPR and First Aid training completion (can be supported by EBMC funding)
- Spanish fluency preferred, but not required

Working conditions:

- EBMC Facilities and Operations Director Coordinator will work in a Buddhist center environment
- Will be required to work some evenings and weekends; must have at least 15 weekday, 9am-5pm, hours available, including for on-site staff meetings every other Monday afternoon
- Must be available to work onsite at EBMC when needed
- Must be able to physically lift 25 – 30 lbs and set up event space as needed for programs
- Position is salaried at 20 hours per week but hours are averaged and may require additional hours or less hours at various times.
- Compensation: \$30 per hour
- Benefits: This position accrues sick and vacation hours. EBMC offers health insurance coverage and 8 paid holidays per year.

Application Deadline: The position is open until filled. The first review will be around **December 15, 2019**. Please send your resume and cover letter to the contact person listed below.

EBMC Contact Person(s) and Contact Information:

Candi Martinez-Carthen, Event Director
candi@eastbaymeditation.org

Please note: This job description is not exhaustive and is provided to assist the postholder to know what their duties are. It may be amended from time to time, without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder. EBMC is an equal opportunity employer and we place a high value on workforce diversity.