



# EAST BAY MEDITATION CENTER

*A Diverse Community Sharing Wisdom Teachings and Social Engagement*

285 17th Street  
Oakland, CA 94612

## **Position Title: Event Coordinator & Practice Group Liaison**

### **Purpose of Position**

The Event Coordinator & Practice Group Liaison supports East Bay Meditation Center (EBMC) weekly meditation practice groups and manages classes and events.

### **Primary Duties and Responsibilities**

- **Support practice groups, programs, and communications**
  - Attends and supports Program Committee monthly meetings when possible
  - Liaison with practice groups to support shared leadership, capacity building, and knowledge sharing
  - Manage practice group registration and help welcome new EBMC attendees
  - Supports practice groups with scheduling visiting teachers
  - Work with Development Coordinator to support EBMC's commitment to Gift Economics
  - Coordinates practice group coordinator gatherings
  - Supports program outreach and communications
  - Work with Facilities and Operations Director and Development Coordinator to optimize website and database functions
  - Develop and hold trainings for practice group coordinators as needed
  
- **Manage classes and assist teachers**
  - Coordinate with Event and Program Director prior to registered class to ensure that day-of logistics and necessary event information are ready
  - Supervise event and class volunteers
  - Manage audio recording of teachers' talks when appropriate
  - Assist teachers during classes as needed, including giving center announcements and Gift Economics talks to the class
  - Process donations to EBMC and to the teacher(s) at the end of each class

- Carry out data management tasks related to classes as needed
- Manage online classes and groups via Zoom
- **Manage facilities**
  - Supports Facilities and Operations Director in risk assessment and development of safety protocols for EBMC's physical space
  - Implement safety protocols for the center during classes (*when we're able to safely host events in person*)
  - Open and close the center on the day of registered classes (*when we're able to safely host events in person*)

The Event Coordinator & Practice Group Liaison may take on other EBMC tasks as agreed upon with other staff.

### **Overall Qualifications**

*The Event Coordinator & Practice Group Liaison should demonstrate competence in the following:*

- Familiarity and experience with the East Bay Meditation Center, through participation in practice groups and/or attendance at EBMC retreats or classes
- Ability to create ethically strong and friendly relationships with Sangha members and volunteers
- Skills in conflict resolution and community mediation (mentoring can be provided)
- History of meditation practice and familiarity with the Dharma, especially as it applies to generosity, including the generosity of service
- Skills in working and communicating effectively with people across lines of cultural difference and ability
- Event coordination and facilitation skills
- Excellence in managing and navigating online platforms such as Zoom
- Experience in recruiting and training volunteers and cultivating ongoing leadership development for volunteers
- Experience volunteering at EBMC events a plus
- Reliable, punctual, good follow-through on tasks
- Friendly, personable and patient
- Good oral and written communication skills
- Ability to work with close attention to detail for data management and accounting tasks
- Comfortable receiving feedback and responding quickly to changing conditions
- Sensitivity to creating a supportive teaching and learning environment for all
- Commitment to upholding EBMC's Fragrance Free policy when working in person
- CPR and First Aid training completion (will be supported by EBMC)

### **Proficiency in the use of:**

- Word processing, specifically Microsoft Office Suite
- Online event management, including Zoom

- Google Suite

**Working conditions:**

- EBMC's Event Coordinator and Practice Group Liaison will work in a Buddhist center environment
- Will be required to work some evenings and weekends
- Must be able to perform essential job functions in work environment where service and support animals may be present.
- Must be able to physically lift 25 – 30 lbs and set up event space as needed for programs
- During COVID-19 related closure, this position is currently a remote position. Candidate must have access to internet and a computer to perform their work.
- Attend staff meetings twice monthly, on Monday mornings.
- Position is salary at 20 hours per week
- Compensation: \$31.50 per hour
- Benefits: This position accrues sick and vacation hours, and offers health insurance benefits.

**EBMC Contact Person(s) and Contact Information:** Candi Martinez-Carthen, EBMC Event & Program Director, [candi@eastbaymeditation.org](mailto: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.*