285 17th Street  
Oakland CA 94612  
Phone: (510) 268-0696  
admin@eastbaymeditation.org



www.eastbaymeditation.org

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**Volunteer Position Description**

Dharma in Motion Online Event Manager

**Position Overview & Purpose**:

The Dharma in Motion online event manager volunteers are a team coordinated by an EBMC staff person, who together are responsible for online event management of our two [Dharma in Motion classes](https://eastbaymeditation.org/sanghas/#toggle-id-1). These classes are taught on Zoom by our meditative movement teachers on Tuesdays and on Fridays from 6:00 – 6:55 pm Pacific time. Training is provided and, if possible, volunteers will work in teams of two persons in order to provide support for the teachers and class participants and each other.

**Equipment needed:**

* Your own computer able to run latest version of Zoom
* Headphones or earbuds if you need them
* External microphone if needed for all class participants to hear you clearly

**Desired Skills/Experience/Qualifications:**

* Experience managing secure meetings on Zoom, and/or willingness to learn
* Must be detail-oriented and highly accountable (show up on time prepared to perform the tasks)
* Good communication skills: answer and send emails and texts in a time-sensitive manner
* Good people skills: ability to establish a friendly, welcoming and reassuring Zoom environment through brief announcements (training provided)
* Enjoys working as part of a two-person team and can also event manage the class by themselves
* Good boundaries: able and willing to clearly communicate their own needs as a volunteer

**Tasks:**

* Event manage online Dharma in Motion classes for EBMC as described above.
* Open the Zoom meeting 15-20 minutes before the class starts, receive any instructions from the teacher, admit class participants.
* Be prepared to deal quickly, calmly and effectively with any security issues on the Zoom.
* Give a brief gift economics talk asking for donations to (a) EBMC and (b) the teacher.
* Put donation information into the Chat box several times during the class.

**Time Commitment & Schedule**: Minimum 6 month commitment. Average of 2 hours every 2 weeks when full team is in place. If we start with one volunteer, time commitment is around 3 hours total per week.

**Location**: These tasks can be performed anywhere the volunteer has Internet access with adequate bandwidth and a quiet environment from which to perform the tasks.

**Contact:** Shah Hussein, EBMC Event & Program Coordinator, [shah@eastbaymeditation.org](mailto:shah@eastbaymeditation.org)