



*A Diverse Community Sharing Wisdom Teachings and Social Engagement*

285 17th Street  
Oakland, CA 94612  
[www.eastbaymeditation.org](http://www.eastbaymeditation.org)

## **Position Title: Operations & IT Director**

The East Bay Meditation Center (EBMC) Operations & IT Director is someone with a broad skill set in operations, information technology, facilities management, and project management. The Operations & IT Director should be self-driven, detail-oriented, and willing to roll up their sleeves to support EBMC's classes and events. This is a full-time salaried position at 35-40 hours per week.

EBMC is moving from a rented space to a purchased building around the end of 2022. The Operations & IT Director will be fully involved in project management for the move and setup of EBMC's furniture and equipment in the new space as well as creating new systems for tracking the renovations and maintenance of the new space.

### **Primary Duties and Responsibilities**

- **[30-35%]** maintaining EBMC's **facilities and physical plant**, including the office and center equipment, security systems, center signage, supplies, the fragrance free shop, and communications pertaining to the physical plant and its operations.
  - Coordinate safety protocols for center and sangha health and safety
  - Oversee volunteer temple keepers (laundry and facilities)
  - Manage center supply inventory, including donations of physical supplies
  - Oversee weekly contract cleaning service; and regular cleaning of equipment
  - Support the Space Force Committee, which is currently looking for a more permanent home for EBMC
  - Provide emergency protocol training to sangha leaders
  - Liaison to property management as needed
  - Oversee facility improvements and equipment upgrades

- Maintain fragrance free inventory including ordering and preparation of products
- Manage alarm systems and serve as first point of contact for alarm issues
- **[25-30%] Overseeing and administering EBMC's IT ( Information Technology) needs, including website maintenance, G-suite, Zoom accounts, Closed Captioning service, Internet service, cybersecurity, and hardware such as the office computer, router, and equipment needed for live streaming and hybrid programs.**
  - Create and coordinate technology risk management plan for EBMC, including password management, online safety, and equipment use policies
  - Oversee EBMC systems including Google Suites, Dropbox, and Zoom
  - Manage domain email addresses and set up and manage email groups
  - Work with website/database volunteers and Palante Tech Coop to troubleshoot and update website and database as needed
  - Troubleshoot issues with printers, computers, and other equipment
- **[20-25%] Project management** for both facilities and IT work including but not limited to:
  - Hybrid programming technology management; consulting with outside experts, planning for, acquiring, training users, and maintenance of necessary equipment.
  - Manage EBMC's Safety Squad committee, which reviews and suggests policies to maintain physical safety at the center.
  - Manage larger updates to EBMC's website and database as needed.
- **[10-15%] Serve as backup Events Manager for EBMC classes and retreats**
  - 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
  - Open and close the center on the day of registered classes (*when we're able to safely host events in person*)
  - Implement safety protocols for the center during classes (*when we're able to safely host events in person*)

### Overall Qualifications

- Considerable experience and ease with technology including but not limited to Google Workspace Administration, Zoom administration, Salesforce, and WordPress.

- Experience managing facilities and operations for event and retreat spaces, with a special eye for accessibility, moving locations, and directing volunteer support.
- Experience with executing and operating video systems for a hybrid teaching/events model, is a plus.
- 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
- Skills in working and communicating effectively with people across lines of cultural difference and ability
- Commitment to access and accommodations for people with disabilities, neurodivergent persons, and low income people with limited Internet access
- Effective verbal and written communications skills
- Experience in recruiting and training volunteers and cultivating ongoing leadership development for volunteers
- 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 (non-hierarchical, collective model)
- 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)

**Working Conditions:**

- EBMC Operations & IT Director will work in a Buddhist center environment
- Will be required to work some evenings and weekends; must have at least 25 weekday, 9am-5pm, hours available, including for onsite staff meetings every other Monday
- 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 35-40 hours per week but hours are averaged and may require additional hours or less hours at various times
- Compensation: \$31.88 per hour. EBMC staff compensation is based on a flat scale and increases with seniority.
- Benefits: This position accrues sick and vacation hours. EBMC offers health insurance coverage.

**Application Deadline:** Application period will remain open until filled.

**EBMC Contact Person(s) and Contact Information:** shah noor hussein,  
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*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.*