



*A Diverse Community Sharing Wisdom Teachings and Social Engagement*

285 17th Street  
Oakland, CA 94612

[www.eastbaymeditation.org](http://www.eastbaymeditation.org)

### **Position Title: Administrative Director**

We are seeking a friendly, dynamic and highly organized Administrative Director to join our beloved East Bay Meditation Center (EBMC) team. Along with the Program and Development Directors, the Administrative Director will serve as part of the Center's three-member management team and will be instrumental in orchestrating EBMC's resources to advance our vital collective mission.

The ideal candidate will bring a strong capacity for joy, a bias for action, and administrative expertise in the areas of finance, HR, technology, facilities, and IT. Working closely with staff, volunteers, and contractors, the Director will help inspire a dedicated team to steward EBMC's success during this new growth phase for the organization. **Salary is \$88,597.60/yr; the position is 0.875 FTE (35 hrs per week).**

### **Primary Duties and Responsibilities**

- **Financial Leadership**

- In collaboration with the Treasurer, volunteers, contractors, accounting partners, and vendors, ensure responsible financial management, including bank deposits, payroll, bookkeeping, reporting, budgeting, risk management, and planning practices.
- Support the development of new initiatives such as teacher honorarium and Gift Economics evaluations
- Help lead the financial planning aspects of the new building in collaboration with the Board (LSangha) and Directors team

- **Human Resources Leadership**

- Maintain and update the Staff Handbook and oversee benefits administration.
- Manage payroll processing and staff time tracking for non-exempt employees.
- Facilitate HR Committee meetings and guide the committee's oversight and volunteer efforts in support of human resources efforts
- Lead the onboarding process for new hires.
- Coordinate grievances and termination processes as needed.

- **Operational Leadership**

- Collaborate with facilities and IT/Operations Coordinator to ensure seamless operations.
- Manage digital and paper filing systems
- Collaborate with Co-Directors on ongoing strategic assessments and development
- **Staff Leadership**
  - Steward the Center in partnership with the Program and Development Directors and the Executive Committee of the LSangha (Board), including serving on or helping lead key committees.
  - Model shared leadership principles through facilitation of staff meetings, supporting the development of workplans, and serving as a thought partner for staff and the other co-directors.

### **Overall Qualifications, Experience, Competencies, and Dispositions**

- Capacity for joy and ease in an organizational context
- Strong equity mindset, grounded in social justice values.
- Commitment to access and accommodations for people with disabilities, neurodivergent persons, and low income people with varying degrees of internet access
- Ability to inspire staff and volunteers. lead teams, build partnerships, and work collaboratively.
- 5+ years of managerial and supervisory experience
- 3-5 years of experience in operations, financial management, and HR roles.
- Proficiency in technology tools, including Xero, Google Workspace, and Salesforce.
- 2-3 years of project management experience, particularly in HR and Finance systems, processes, and policy
- Exceptional organizational skills, attention to detail, and ability to meet deadlines.
- Ability to prioritize tasks in a flexible manner according to emerging needs.
- Desire to work within a shared leadership environment, resolve conflicts compassionately, and work in accordance with [EBMC's agreements for multicultural interactions](#).
- Ability to work both independently and collaboratively, supporting mutual accountability.
- Effective communicator comfortable with giving and receiving feedback in a shared leadership environment.

Preference will be given to candidates who have familiarity and experience with the East Bay Meditation Center or similar organizations, through participation in practice groups and/or attendance at EBMC retreats or classes. Experience in team-based leadership is also preferred.

## Working Requirements

EBMC's Administrative Director will work in a Buddhist center, hybrid environment.

Requirements include the following:

- Ability to work some evenings and weekends; must have at least 15 weekday, 9 am-5 pm, hours available, including for staff meetings on Mondays and Director team meetings (tbd).
- Available to work onsite at EBMC when needed.
- Have a laptop and smartphone that can be used for EBMC work.
- Commitment to upholding EBMC's fragrance free policy.

All EBMC employees are required to be fully vaccinated for COVID-19. The organization provides reasonable accommodations pursuant to applicable civil rights laws and absent undue hardship.

## Compensation & Benefits

- Full-time, salaried exempt position with a competitive hourly rate of \$88,597.60/yr. The position is 0.875 FTE (35 hrs per week)
- EBMC staff compensation is based on a flat scale and increases annually with seniority, and cost of living increases as approved by the Leadership Sangha.
- Accrual of sick and vacation hours, health insurance coverage, retirement contributions, and 11 paid holidays per year.
- Periodic Collective Rest week to promote well-being.
- EBMC provides reasonable accommodations for employees as per applicable laws.
- Position is salaried at 35 hours per week. Hours are averaged and may slightly fluctuate at various times, depending on seasonal programs and staffing needs.

**Application Deadline:** Immediate hire. Application period will remain open until filled. Please send your resume and cover letter to [marian@eastbaymeditation.org](mailto:marian@eastbaymeditation.org)

## EBMC Contact Person(s) and Contact Information:

**Marian Urquilla** - HR Committee, Leadership Sangha

[marian@eastbaymeditationcenter.org](mailto:marian@eastbaymeditationcenter.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.*