



EAST BAY MEDITATION CENTER

A Diverse Community Sharing Wisdom Teachings and Social Engagement

285 17th Street

Oakland, CA 94612

www.eastbaymeditation.org

Position Title: Community Engagement Coordinator

Hours per Week (PT/FT): part-time, 20 hours, hourly, hybrid

Purpose of Position

The Community Engagement Coordinator supports the East Bay Meditation Center (EBMC) by serving as a key point person for both the internal and external community and coordinating many of the details of our marketing initiatives, volunteer program and events. This position will help EBMC cultivate greater engagement with outside partners and a robust community of volunteers within the Sangha, and includes connecting with EBMC members through some event management. This position requires in-person work at EBMC's downtown Oakland location, sometimes during evenings and weekends.

Primary Duties and Responsibilities

External Engagement: Outreach and community building: 40%

- External communications
 - Assist with creating EBMC newsletter and website content
 - Assist with social media engagement and event marketing
 - Assist with answering inquiries from the general public
 - Maintain internal communication channels, keep all email distribution lists updated and current
 - Support all current marketing initiatives

- Ensure online platforms (e.g. Zoom) are inclusive
- Community partnerships
 - Help cultivate and maintain relationships with values-aligned community organizations
 - Represent EBMC at community events
 - Organize community-wide social events
 - Attend internal community meetings and retreats

Internal Engagement: Volunteer Program Coordination: 40%

- Volunteer Program Development and Oversight
 - Collaborate with Program Director and leadership to further develop the overall infrastructure and evaluation of volunteer program
 - Collaborate with Program Director to oversee the various groups of volunteers (eg, Practice Group coordinators, event volunteers, temple volunteers)
 - Serve as the main point of contact with volunteers and liaison to staff
 - Finalize and keep volunteer position descriptions up to date
 - Work with Program Director to track volunteer expense budget
- Recruit, Train, and Retain Volunteers
 - Ensure that volunteers receive training and maintain records of training
 - Work with staff to develop and maintain volunteer information database, including onboarding file for each volunteer
 - Coordinate and schedule regular volunteer trainings Create culture of appreciating and supporting leadership development of volunteers, including coordinating gratitude events and gifts to volunteers

Internal Engagement: Manage classes and assist teachers 20%

- Event Administration (regular work)
 - Manage communication for classes and daylongs and assist teachers
 - Coordinate with Program Director prior to registered class to ensure that day-of logistics and necessary event information are ready (eg. sending reminders, monitoring waitlists for in person attendees, and communicating access needs)
 - Event registration and web listings for events
- Event Tasks (as needed)
 - Supervise event and class volunteers
 - Manage classes and groups via Zoom, in-person, and hybrid, including using audio/video equipment, microphones, and camera
 - Manage audio and/or video recording of teachers' talks when appropriate

- o Assist teachers during classes as needed, including giving center announcements and Gift Economics talks to the class (training is provided)
- o Carry out data tasks related to classes as needed, such as processing donations, data tracking, and class evaluation surveys
- Support EBMC staff in risk assessment and development of safety protocols for EBMC's physical space
 - o Implement and enforce safety protocols for the center during classes
 - o Open and close the center on the day of registered classes or group sessions
- Assist with other administrative needs of programming
- Support Program Director to maintain relationships with Practice Group Coordinators

Additional staff duties

- Regularly attend EBMC staff meetings and retreats and volunteer meetings
- Participate in monthly Program Committee meetings as needed
- Attend all community-wide EBMC events

Desired Qualifications

- Strong interpersonal, relationship-building and outreach skills
- Event coordination and facilitation skills
- Volunteer program management skills
- Excellent administrative skills
- Excellence in managing and navigating online platforms such as Zoom, Google Suite, Instagram, Facebook, and Canva
- Good oral and written communication skills
- Tech savvy, comfortable working with AV equipment (e.g. microphones, speakers, projectors, TVs)
- Ability to work with close attention to detail for data management and accounting tasks
- CPR and First Aid training completion (will be supported by EBMC)

Shared Leadership Requirements

- Desire to learn about and work within a shared leadership environment
- A commitment to, and demonstrated experience in, addressing tensions and navigating generative conflict in a timely, forthright and compassionate manner, in accordance with [EBMC's agreements for multicultural interactions](#)
- A commitment to mindfulness practice, and to prioritize personal and collective growth, especially at times of conflict

- Comfortable asking for support and/or training as needed and with offering support where possible
- Skilled at collaborative goal setting and supporting mutual accountability
- Ability to work independently and as a part of a team
- Commitment to cultivating compassionate accountability by consistently practicing giving and receiving feedback with coworkers and volunteers
- Experience in team-based leadership preferred

Working conditions:

- Position will work in a Buddhist center environment
- Will be required to work evenings and weekends
- Must be able to perform essential job functions in a work environment where service and support animals may be present.
- 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.
- Candidate must be available to work in person at EBMC's Oakland location
- Candidates must have access to the internet and a computer and mobile phone to perform remote tasks.
- Compensation: \$39 per hour
- Commitment to upholding EBMC's fragrance free policy

Application Deadline: Immediate hire. Application period will remain open until filled.

To Apply: Please submit a cover letter and resume to: monica@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.
