



# EAST BAY MEDITATION CENTER

*A Diverse Community Sharing Wisdom Teachings and Social Engagement*

285 17th Street  
Oakland, CA 94612

**Position Title: Event Manager (On-Call, Hourly)**

June 2024

## **Purpose of Position**

The Event Manager supports East Bay Meditation Center (EBMC) programming by managing in-person and online classes and events on an on-call, hourly basis. This position requires in-person work at EBMC's downtown Oakland location, largely during evenings and weekends.

## **Primary Duties and Responsibilities**

- **Manage classes 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)
  - 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

- Assist teachers during classes as needed, including giving center announcements and Gift Economics talks to the class (training is provided)
- Process donations to EBMC and to the teacher(s) at the end of each class if needed
- Carry out data management tasks related to classes as needed such as data tracking, and class evaluation surveys
- **Manage facilities**
  - Support EBMC staff in risk assessment and development of safety protocols for EBMC's physical space
  - Implement and enforce safety protocols for the center during classes
  - Open and close the center on the day of registered classes or group sessions

The Event Manager may take on other EBMC tasks as agreed upon with the Program Director.

### **Overall Qualifications**

- 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)
- 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
- 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
- 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)
- Experience volunteering at EBMC events a plus

**Proficiency in the use of:**

- Microsoft Office & Google Suites
- Online event management, including Zoom
- Constant Contact, EventBrite, some Hubspot

**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:**

- Event Manager 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 location
- Candidate must have access to the internet and a computer and mobile phone to perform remote tasks.
- Position is hourly and seasonal, with an expected start date of late August 2024. The expected weekly schedule is 5-10 hours per week. Schedule and tasks will be determined in coordination with Program Director.
- Compensation: \$35 per hour
- Benefits: This position does not accrue benefits or sick time

**To Apply:** Please submit a cover letter and resume to: [monica@eastbaymeditation.org](mailto: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.*