



EAST BAY MEDITATION CENTER

A Diverse Community Sharing Wisdom Teachings and Social Engagement
285 17th Street
Oakland, CA 94612

Position Title: Intern - Center Assistant (Hourly)

Position description

Our Center Assistant interns support East Bay Meditation Center (EBMC) by helping us to keep our center running smoothly. Some common tasks include hosting in-person and online classes and events (including troubleshooting A/V), covering reception for open hours, taking notes at meetings, supporting our marketing efforts through social media as well as some other basic clerical and administrative tasks. This position requires in-person work at EBMC's downtown Oakland location, including during evenings and weekends.

Duties and Responsibilities

- **Administrative/Clerical support**
 - Cover open hours (current open hours are Tuesdays/Thursdays 11am-1pm, Sundays 4-6pm)
 - Reception - greet visitors
 - Check and process mail
 - Tidy up center as needed
 - Take notes at staff meetings (Mondays 12-1:30pm)
 - Assist Administrative Director with clerical support tasks
- **Facilitate classes and assist teachers**

- Host/facilitate classes and groups via Zoom, in-person, and hybrid, including set up/break down of cushions and chairs, using audio/video equipment, microphones, and camera
- Coordinate with event and class volunteers
- Offer training and onboarding to new volunteers
- Troubleshoot audio and/or video recording of teachers' talks when appropriate
- **Program-Related tasks**
 - Fill out Event Report at the end of each event
 - Update Eventbrite as needed
 - Social media posting , flyering and other publicizing of events
 - Support Directors as needed
- **Follow facility guidelines**
 - Support EBMC staff in risk assessment and adherence to safety protocols for EBMC's physical space
 - Open and close the center on the day of open hours or in-person classes, events or group sessions

Overall Qualifications and Expectations

- Must be currently enrolled at an accredited university
- Must be able to receive academic credit for working at EBMC
- Must have interest in learning about nonprofits, community programming, meditation, Buddhism or social media marketing and data analysis.
- Must be able to work a set weekly schedule each week
- Typical internship cycle will be 9-12 months
- Ability to create ethically strong and friendly relationships with Sangha members and volunteers

- Skills in working and communicating effectively with people across lines of cultural difference and ability
- Event hosting 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
- Commitment to upholding EBMC's Fragrance Free policy when working in person
- CPR and First Aid training completion (will be supported by EBMC)
- Familiarity or experience with the East Bay Meditation Center a plus
- Experience volunteering at EBMC events a plus
- A job reference will be supplied at the end of the internship if desired, unless internship is not completed

Experience with:

- Online event management tools, including Zoom
- Common A/V equipment
- Microsoft products
- Eventbrite experience a plus
- Social media content creation experience a plus

Adhere to community agreements

- 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

Working conditions:

- Interns will work in a Buddhist center environment
- Will be required to work some evenings and weekends
- Must be able to perform essential job functions in a work environment where service and support animals may be present.
- EBMC interns 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
- Position is hourly, with an expected start date of January 21, 2025. The typical schedule is about 5-10 hours per week but can vary. Schedule and tasks will be determined in coordination with both the Administrative and Program Director.
- Compensation: \$17 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