

East Bay Meditation Center
"A Diverse Community Sharing Wisdom Teachings and Social Engagement"

Intern Position Description

Position Title: Event Manager Intern

Position Overview:

The Event Manager Intern (EMI) position is 3-fold:

- 1) the Intern supports EBMC events by assisting teachers at 4 events per month, mostly in the upstairs space;
- 2) the Intern assists the Volunteer Coordinator (Sylvia La) with training & taking feedback from volunteer Teacher's Event Assistants (TEAs); and
- 3) the Intern will receive Dharma mentorship from an EBMC teacher.

- I. **Event Support:** The Intern manages 4 events per month at EBMC, typically 3 upstairs, and 1 downstairs. EMI coordinates volunteers before an event, arrives early to open the Center and stays afterwards to close, oversees other event volunteers during the event to ensure proper set-up, check-in of registrants, and clean-up.
- II. **Support of Teacher Event Assistant (TEA) program:** The EMI assists the Volunteer Coordinator (Sylvia La) with training of the TEAs. This may involve one-on-one or group training, and may include the opportunity for TEAs to shadow the EMI during an event. EMI will also follow-up with TEAs after they've completed an event and do a once-monthly report on any overall logistical items to note. This information will allow Volunteer Coordinator to set-up and implement long-term solutions.
- III. **Dharma mentorship:** The EMI will be receive Dharma mentorship from an EBMC teacher, with whom the EMI will meet once per month. To supplement these meetings, the EMI will do a monthly report on a Dharma topic of EMI's choosing (e.g. compassion, metta, middle way) and how the diversity component at EBMC intersects with this topic. This monthly report may be shared with the Leadership Sangha & the Volunteer Coordinator.

Desired Skills/Experience/Qualifications:

- Leadership / coordination skills
- Experience volunteering at EBMC events a plus
- Reliable, punctual, good follow-up
- Friendly, personable & patient
- Good oral and written communication skills
- Cultural sensitivity & comfort working with diverse populations
- Flexible schedule. Able to work evenings & weekends. Commitment to an assigned schedule
- Sincerity in Dharma practice & service

Tasks

- Communicate with Volunteer Coordinator (Sylvia La) and volunteer registrar to prepare for an event
- Email and, if necessary, call volunteers for set-up, greeting & clean-up the week leading up to an event
- Print out sign-in sheets (event roster) and other important documents before event
- Arrive 1 hour early to open up the Center and stay as late as 1 hour afterwards to close the Center
- Manage the microphone system (training provided)
- Meet & provide instruction to volunteers to ensure proper set-up, check-in of registrants, and clean-up. Thank volunteers.
- Work with teacher to ensure that any requested disability accommodations are met (instructions to be provided by Volunteer Coordinator)
- Help teacher with small logistical tasks as needed.
- Help Sylvia La with group & individual training of TEAs
- Allow TEAs to shadow at events as part of their training
- Email TEAs who have managed an event to check with them on how an event went and whether are any logistical items to note
- Submit 1 report on event logistics and 1 report on Dharma topic monthly
- Work with Leadership Sangha teacher to schedule and meet once per month

Time Commitment & Schedule: Approximately 10 hours/week + 4 hours /month (reporting & meeting); will typically manage 3 events per month in the upstairs space and 1 event per month in the downstairs space. Events usually take place on weekends or during weekday evenings. Schedule will be assigned by Volunteer Coordinator Sylvia La about 1 month in advance.

Work Location: East Bay Meditation Center.

Training Available/Provided: Appropriate training will be provided by the Volunteer Coordinator, Leadership Sangha members or other EBMC volunteers or staff.

Position duration/trial period: This position is for 12 months, with a 3-month trial period.

Pay Rate: \$365/month

EMI reports to : Sylvia La, Administrative & Volunteer Coordinator

Application Deadline: The position is open until filled. The first review will be around Oct. 12, 2011. Please send your resume by email to: Hiring@eastbaymeditation.org. (No phone calls please.)