



EAST BAY MEDITATION CENTER

A Diverse Community Sharing Wisdom Teachings and Social Engagement

285 17th Street
Oakland, CA 94612

Position Title: Event Coordinator

Purpose of Position

The Event Coordinator manages East Bay Meditation Center (EBMC) events and supports center operations.

Primary Duties and Responsibilities

- **Coordinates with teachers, volunteers, and other staff prior to EBMC's registered classes and retreats:**
 - Contacts teachers at set times before classes to coordinate day-of logistics and to update them with event information
 - Recruit and coordinate volunteers for classes
 - Assist in publicity of classes to EBMC sangha and wider community along with volunteer publicity team and Assistant Director
 - Manages registration process along with a volunteer registration team and Assistant Director

- **Manages classes and assist teachers**
 - Coordinate openings and closing of the center on the day of registered classes
 - Oversee volunteers during classes
 - Manages audio recording of teachers' talks when appropriate
 - Assist teachers during classes as needed, including giving center announcements and Dana talks to the class
 - Process donations to EBMC and to the teacher(s) at the end of each class
 - For classes that require a Teacher's Event Assistant (TEA) volunteer or other staff, the Event Manager will ensure that the TEA and/or staff are adequately prepared to manage the event
 - Manages feedback surveys for each class and carries out data management tasks related to classes

- **Along with EBMC Community Coordinator and Assistant Director, carry out center facilities and operations support including**
 - Ordering center supplies
 - Managing microphone, sound, and audio recording systems
 - Coordinating cleaning of zafus and zabutons, and carpets
 - Projects to beautify EBMC's physical space

The Event Coordinator may do other EBMC tasks as agreed upon with their supervisor (e.g., support work for fundraising events; trainings for volunteers, and designated facilities tasks).

Overall Qualifications

The Event Coordinator should demonstrate competence in some or all of the following:

- Leadership / event coordination skills
- Experience in recruiting and training volunteers and cultivating ongoing leadership development for volunteers
- Experience volunteering at EBMC events a plus
- Flexible schedule. Able to work evenings and weekends. Commitment to an assigned schedule.
- Reliable, punctual, good follow-up
- Friendly, personable and patient
- Good oral and written communication skills
- Cultural sensitivity and comfort working with diverse populations
- Ability to work with close attention to detail for data management and accounting tasks
- Familiarity with EBMC's mission and organizational culture
- Sensitivity to creating a supportive teaching and learning environment for all

Proficiency in the use of:

- Word processing
- Online event management
- Database management
- Optional: Design and web management software

Working conditions:

- EBMC Event Coordinator will work in a Buddhist center environment
- Will be required to work evenings and weekends
- Will report directly to EBMC Assistant Director
- Hours worked will be primarily at EBMC
- Must be able to physically lift 25 – 30 lbs and set up event space as needed for programs
- Position is salaried at 20 hours per week but hours are averaged and may require additional hours or less hours at various times. There is potential for this position increase in hours.

- Compensation: \$1,733 per month (\$20 per hour)
- Benefits: This position accrues sick and vacation hours. EBMC offers 8 paid holidays per year.

Application Deadline: The position is open until filled. The first review will be around **February 8, 2016**. Please send your resume and cover letter to the contact person listed below.

EBMC Contact Person(s) and Contact Information: Xiaojing Wang, EBMC Assistant Director, xiaojing@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.