



Root Institute for Wisdom Culture
Bodhgaya, India

Spiritual Program Coordinator

Root Institute for Wisdom Culture, a socially engaged Dharma Centre, is looking to recruit a dynamic, organised and compassionate person as our Spiritual Program Coordinator (SPC).

The Spiritual Program Coordinator is responsible for ensuring the quality, variety and depth of our spiritual programs, which reflect the unique teaching style of Lama Thubten Yeshe and Lama Zopa Rinpoche.

The **primary responsibility** of the SPC is to work harmoniously with the centre director in nurturing the spiritual needs of Root Institute's residential, and transitory international, community. The SPC acts as the representative of the centre in this regard.

During our busy season (September to April) the SPC is responsible for planning and coordinating our Basic Program in conjunction with the Director, Resident Geshe and FPMT Education Services Department. The SPC is also responsible for planning and coordinating introductory courses, meditation practices at holy Buddhist pilgrimage sites, retreats and other offering practices at the Mahabodhi Stupa. The SPC can take the initiative to create a team consisting of an assistant, meditation, course, and pilgrimage leaders to implement these duties.

The SPC is co-appointed by the Centre Director and the Centre Services Director at FPMT International Office for a minimum of two years. It is possible for applicants to extend their contract after that.

Qualifications required for this position:

- Devotion to Lama Zopa Rinpoche, and familiarity with and respect for the FPMT organization
- Previous experience with planning/organising events
- Good management and interpersonal skills
- Advertising skills - making use of flyers, radio, newspaper, television and the internet whenever possible

- Ability to work harmoniously with others in a constantly changing environment; good hospitality skills
- Familiar with, or willing to become familiar with, and follow FPMT policy, including teacher policy and Sangha protocols
- Being well-informed about FPMT education programs, and interested to seek and follow guidance from FPMT Education Services
- Knowledge of common Mahayana prayers and practices; ability to set up and lead pujas
- Good written and oral communication skills in the English language
- Basic Dharma knowledge and enthusiasm for Dharma and service
- Ability and enthusiasm to establish and maintain a practice program of ongoing meditation, rituals, and retreats, and pilgrimages with a strong emphasis on holy sites in the Bodhgaya area
- Cultural awareness of India
- A sense of humour

Stipend/Benefits

- A monthly stipend commensurate with the applicant's qualifications
- Free accommodation and three delicious vegetarian meals at the centre
- Free access to Shakyamuni Buddha Community Health Care Clinic
- Travel expenses to home country/state once a year
- 1 month of paid leave and 1 month of unpaid leave per year

Application

Please email or fax the following materials by 20 February, 2018

- A CV
- A letter of motivation, including why you wish to work at Root Institute, in Bodhgaya
- A photo
- 2 professional references
- 1 spiritual reference/Dharma friend

to the Director, Ven. Tenzin Paldron

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