

Milarepa Center

1344 US Route 5 South
Barnet, Vermont 05821 USA

Lama Thubten Yeshe: Founder
Lama Zopa Rinpoche: Spiritual Director

JOB OPPORTUNITY: SPIRITUAL PROGRAM COORDINATOR

ABOUT US:

Milarepa Center is a beautiful retreat center located in the lush farming community of Barnet in northeastern Vermont. Our purpose is to create a supportive environment for meaningful spiritual work based in the Tibetan Buddhist tradition. The Center hosts a variety of retreats, workshops and events and also rents private retreat cabins. All of our facilities and programs are open to the public.

We are looking for a warm, kind-hearted person, ordained or lay, interested in living and working harmoniously with a community of practitioners in a contemplative yet active environment.

OVERVIEW OF POSITION:

This is a part-time position (May through December ideally) for a detail-oriented well-organized individual to plan programs, events and retreats, as well as coordinate other spiritual activities of the Center. This position requires basic Dharma knowledge and meditation experience, along with a broad range of administrative skills.

Come join our family and lend great meaning to your life. Compensation includes room and board, salary commensurate with experience, state-sponsored health insurance, courses, programs and retreats, and a great opportunity to work with your mind.

Spiritual Program Coordinators are co-appointed by the FPMT Center Services Director following short-listing of suitable candidates by individual Center Directors. You will be responsible to the Center Director, and to FPMT International Office to ensure that the spiritual program at the Center is in accordance with FPMT policy and guidelines and that it reflects the unique teaching style of Lama Yeshe and Lama Zopa Rinpoche, as captured in FPMT Standard Education Programs

POSITION RESPONSIBILITIES:

- Dedication, or at least a familiarity with and respect for Lama Zopa Rinpoche, Lama Yeshe, and the FPMT organization
- Good written and spoken English skills, as well as computer literacy to communicate with visiting Lamas, teachers, attendants, and interpreters
- Help with creating annual program of activities for residents and guests with input and approval from Director and Board



- Manage all aspects of promotion to include writing monthly e-letters, periodic advertising, and flyer production
- Coordinate on-site spiritual activities to include meditation hall preparation and ordering ritual supplies
- Oversee teacher, attendant, and interpreter care
- Arrange and inventory all recording of spiritual activities and teachings
- International applicants must be legally able to work in the United States
- Work well in a team environment
- Is involved in the overall development process of a growing retreat center
- Perform other job appropriate activities as requested by Director

HELPFUL ADDITIONS

- Has own vehicle
- Sense of humor
- Patience, reliability and flexibility
- Commitment to Milarepa Center's core values of harmony, hospitality, respect, wisdom, compassion and loving-kindness

BENEFITS: Room and board, salary commensurate with experience, state-sponsored medical insurance and participation in spiritual programs when appropriate around work. Four months off each year for retreat, travel or holiday.

HOW TO APPLY

Please apply online at www.milarepacenter.org or download and complete the application and mail it along with a copy of your resume to Milarepa Center, PO Box 51, Barnet, VT 05821, USA. If you do not have internet access, please call us at +1 802-633-4136 or email us at milarepa@milarepacenter.org to request an application.

APPLICATION DEADLINE

Open until filled.

