



Atisha Centre is looking for a new Spiritual Programme Coordinator (SPC) to join our team.

Atisha Centre is a peaceful retreat centre located in the quiet native bushland of central Victoria near Bendigo. We are situated near the Great Stupa of Universal Compassion, Thubten Shedrup Ling Monastery and Machig Labdron Nunnery.

We are looking for a warm and kind-hearted person who is an excellent communicator and can work harmoniously with others. The applicant needs to have a good knowledge of common Mahayana practices and protocols, and a broad range of administrative and marketing skills. The position involves being a manager, taking responsibility for the coordination of the spiritual programme and working with a small team of dedicated volunteers.

Core responsibilities:

- To create, plan, organize and advertise the Centre's spiritual activities to support the vision and mission of Atisha Centre, FPMT and its Spiritual Director
- Work together with the Co-directors to create a yearly calendar of retreats and teachings in line with FPMT standard education programmes
- Invite FPMT registered teachers and take care of them during their stay
- Develop individual events including promotion, budgets, and teaching materials
- Coordinate the logistics of retreats, teaching events, and other spiritual activities
- Develop clear marketing strategies to promote the Centre and contribute significantly to the Atisha Newsletter, e-news and website.

Selection criteria:

- A commitment to the FPMT, its Spiritual Director and its aims
- Enthusiasm for Dharma and service to others
- Excellent verbal and written communication skills, including demonstrated ability to work cooperatively and harmoniously with others
- An ability to lead meditations would be a valuable additional asset
- Computer literate, including email, internet and Excel
- Familiarity with desktop publishing is desirable
- Patience and a sense of humour!
- Able to work flexible hours especially during retreats and events
- Attention to detail
- A valid driver's license
- International applicants must be legally able to work in Australia.

The position includes on-site accommodation (living area and kitchen with wood-burning heater, bedroom, bathroom with washing machine, and toilet) and a small weekly stipend.

You will be responsible to the Centre Co-directors and to FPMT International Office, to ensure that the spiritual programme 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 Programmes.

To apply: Please contact Venerable Chodak at chodak@atishacentre.org.au with your CV, two current references, and a cover letter explaining your interest in this position and outlining your experience with FPMT. For information about Atisha Centre, please visit our website: www.atishacentre.org.au