

Job Opportunity: FPMT International Office Education Services Director

An extremely beneficial opportunity has arisen for offering service to Lama Yeshe, Lama Zopa Rinpoche and the FPMT organization: International Office is looking for a suitably experienced and qualified candidate for the position of **Education Services Director (ESD)**. The position is open now for the right person to begin.

The ESD position is a fully remote position and is envisioned to be a full-time position.

KEY RESPONSIBILITIES

The ESD will:

- Oversee the day-to-day operations and administration of the Education Services Department, line-managing the staff members and the volunteer Service Seminar coordinator and being in charge of the Education strategy.
- Oversee and facilitate five main areas:
 - 1. FPMT Foundational and In-Depth Education Programs**
 - 2. Practice materials**
 - 3. Translation**
 - 4. Distribution**
 - 5. Training Seminars**

In relation to these five fields, the ESD will be responsible for:

- **Departmental administration:** including setting and monitoring budgets, supporting, guiding and inspiring staff, providing regular reports and updates as needed, and some fundraising.
- **Be a skillful listener and a thinking partner for Education Services staff and for FPMT affiliates' staff** who need help with their programs, SPC tasks and the like.
- **Designing and implementing a strategy to promote the works and projects of Education Services** and keeping centers and students inspired and informed about all aspects of FPMT education.
- **Finding ways to enhance and adapt our FPMT Dharma Education** to face new challenges of changing times, technologies and audience, in particular the challenge of reaching out new and young students.

- Accompanying and contributing to IOF's reflections on how to organize the **preservation of Lama Yeshe's and Lama Zopa Rinpoche's teachings and how to make them available.**
- Creating an **editorial committee** for oversight.
- **Adapting our existing trainings/seminars** so they can be delivered in hybrid or online format, reviving trainings/seminars that are currently on hold and creating new ones.
- Overseeing the **Foundation Store** and **Online Learning Center**, and ensuring optimal distribution of dharma education materials through these digital avenues

In addition, the ESD is currently responsible for three important projects:

- **Preserving the Lineage:** the project is still in an initial stage and the ESD will facilitate the ongoing discussions regarding the scope of the project, and how to move it forward.
- **Developing the practice/meditation/retreat aspect** in our various courses, programs, and trainings and developing new courses and programs in that spirit.
- **Education Conference:** The idea is only at a very initial stage and will have to be further explored by the new ESD with the aim of ensuring a prominent and continual presence of our founding Lamas.

KEY QUALIFICATIONS

Essential

- Devotion to Lama Yeshe and Lama Zopa Rinpoche
- Extensive familiarity with and sincere respect for the work and values of the FPMT organization
- Extensive familiarity with FPMT Education curriculums and materials, and a strong interest and willingness to learn more about them
- Having studied an FPMT education program, done retreats and/or attended the Kopan November course or a retreat with Lama Zopa Rinpoche
- Experience in at least one of the five main areas of responsibility described above
- Evidence of strong organizational, communication, and time management skills
- Evidence of effective project management, and problem solving
- Experience of successful staff management
- Reliable, self-motivated, enthusiastic, and able to work as part of a remote team
- Fluent English speaker

COMPENSATION & REWARDS

The pay will be commensurate with the qualifications of the applicant and reflective of the standard pay and benefits within FPMT International Office.

HOW TO APPLY

This job opening is immediate. Applications should be received by **April 23, 2026.**

Please send a cover letter of intent with a curriculum vitae/resume to Peeyush Agarwal, Executive Director, FPMT International Office: peeyush@fpmt.org