

## **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 3, 2026**.

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