



Opportunity to Offer Service: FPMT North American Regional Coordinator

Status: Part-time 20 hours per week (non-exempt, hourly)

Compensation: \$27/hour

Reports To: North American Regional Office Board of Directors & FPMT International Office Center Services Director

Location: Remote

About the Role

The FPMT North American Regional Coordinator (RC) strengthens connection, communication and collaboration among FPMT's 27 North American centers, projects, services and study groups in their work to fulfil the FPMT Mission statement and offer the FPMT Five Pillars of Service. This role strengthens the harmony and shared purpose of the North American community through clear communication, well-organized programs and thoughtful attention to both spiritual and operational needs.

FPMT regional and national coordinators provide support by serving as a local link between affiliates and International Office as part of the FPMT regionalization strategy. They communicate regularly with their local affiliates to help them understand and implement FPMT policies and education programs, and to support their development in a sustainable and harmonious way as part of the wider FPMT mandala. They also help affiliates recognize that fulfilling the FPMT Mission successfully in the short, medium and long term depends on alignment with FPMT Inc., good governance and the accumulation of positive karma.

Key responsibilities include center support, community building, teacher tour coordination, public outreach and administrative management.

Key Responsibilities

Center/Project Support (20%)

- Offer ongoing support and guidance to the 27 centers, projects, services and study groups of FPMT North America, including answering questions, sharing resources, troubleshooting and acting as a liaison to/from International Office
- Maintain awareness of what is happening across the region and share information clearly

Community Building (20%)

- Organize twice-annual regional meetings
- Prepare and share internal updates and regional newsletters for center/project leadership
- Coordinate and attend shared practices and merit-making activities that strengthen harmony and connection

Teacher Tour Coordination (20%)

- Coordinate invitations, scheduling, travel arrangements and promotion for tours with visiting teachers
- Support centers in hosting responsibilities and teacher-care practices

Outreach & Communications (15%)

- Maintain the regional website and social media presence
- Create a monthly external newsletter highlighting regional and global FPMT teachings, news and opportunities for the general public

Regional Office Administration (25%)

- Facilitate regular meetings and provide supportive supervision for regional office staff, volunteers and collaborative teams
 - Handle basic bookkeeping, record-keeping and annual reporting requirements
 - Lead fundraising efforts to help support the sustainability of the regional office
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What We're Looking For

Required

- Very strong familiarity with FPMT culture, mission and lineage
- Previous service in FPMT as a director, SPC, Board Member or similar management-level position, but not currently serving as an FPMT director or SPC
- Clear and compassionate communication and team-building skills; English fluency
- Comfort coordinating details and multiple communication threads
- Ability to work very independently and follow tasks through to completion
- Skills with Google Workspace, basic spreadsheets, newsletters and Zoom facilitation

Preferred

- Background in nonprofit or volunteer-based organizational work
- Experience organizing teacher visits, events and Dharma programs
- Skills in graphic design, digital communications and social media
- Experience with fundraising and donor management

Application Process

Please send the following to **apply@fpmtna.org**:

1. **Cover Letter** introducing yourself and sharing why you feel drawn to this position.
You may wish to include:
 - What inspires you about supporting the North American FPMT community
 - Relevant experience, skills and qualities you bring to this work
 - How this role aligns with your Dharma path
2. **Resume/CV** or summary of relevant experience
3. **Two references** (one being an FPMT director, board member or SPC; the other from the current or last place of employment)

Timeline:

- Applications will be reviewed on a **rolling basis** until the position is filled.
- Ideally, applications will be submitted by **March 1, 2026**, for a start date of no later than **April 1, 2026**.
- Upon hiring, there will be a three-month probationary period.
- We encourage you to apply even if you're unsure whether your experience is an exact match — we value sincerity, a willingness to learn and a heartfelt wish to serve the FPMT community.