



LAND OF MEDICINE BUDDHA

A CENTER FOR HEALING AND DEVELOPING A GOOD HEART

Job Announcement: Assistant Spiritual Program Coordinator-Land of Medicine Buddha

Reports to: SPC

Position Status: Part-time 25 hours per week with full time hours during major events

Work Status: Must be legally able to work in the United States

About Us: [Land of Medicine Buddha](#) (LMB) is an FPMT Tibetan Buddhist center located in Soquel, California, USA. We support the transformation of spiritual teachings into experience through active study programs, group rentals, and contemplative retreat. We also offer people the meditative tools to recognize the nature of their minds and achieve their highest potential for the benefit of all. As a spiritual community serving the needs of practitioners in all traditions, we are nurtured by the vision of our founder Lama Thubten Yeshe and our Spiritual Director Lama Zopa Rinpoche as well as by the blessings of the many amazing teachers who have visited LMB, the holy objects found at LMB, and the beauty of our 108-acre forested property. LMB offers a [spiritual program](#) taught by resident and guest teachers as well as a [bookstore and gift shop](#). LMB is affiliated with the [Foundation for the Preservation of the Mahayana Tradition](#) (FPMT), and part of the international FPMT network.

Overview:

We're seeking an enthusiastic candidate to join our Spiritual Program Team for 12 months as Assistant Spiritual Program Coordinator (SPC). The ideal candidate values harmony, is service-minded, and can thrive in a dynamic environment with visitors, guests, practitioners, and staff. Committed to spiritual well-being, you'll undergo hands-on training, guided by experienced mentors to enable you to develop a wide variety of skills. If you're ready for a fulfilling challenge and aspire to contribute to spiritual growth, apply to join us on this transformative journey.

The Assistant SPC would be responsible for the following:

Responsibilities:

Program planning:

- Monitor and respond to SP admin email address, respond to questions and forward emails to appropriate parties
- Create events in Retreat Guru
- Create weekly, monthly and program highlight electronic newsletters
- Create social media content, flyers and posters
- Advertise events in local newspaper

Program Implementation:

- Class hosting - either In-Person or Online this will be split with the SPC.
- Facility Management - ensure classes are set up with needs for each event, arrange proper equipment, assure facility is clean and prepared for event, prepare altar set-ups, manage tech

aspect of hybrid programs

Resources:

- Oversees offerings for pujas and rituals
- Organize and keep a clear inventory of practice materials, ritual implements and care of said inventory

Visiting Teachers

- Assist in set up and pack up of visiting teacher's lodging, adequate food is provided, floral arrangements, potential assistance with food preparation

Qualifications:

- Strong desire to become an SPC in the future. Priority will be given to candidates who have this wish.
- Background in advertising and marketing is a huge advantage.
- Strong tech skills; google drive, canva and retreat guru (plus but not essential), social media platforms (Facebook, instagram and tiktok), youtube, audio and visual equipment, zoom.
- Ability to stay calm under pressure
- Flexibility and good problem solving skills
- Excellent oral and written communication skills; ability to produce Constant Contact program announcements, social media and website updates and how to use tech to best promote LMB's programming.
- 'Can do' attitude

Compensation: This is a part-time position with a small weekly stipend, room and board. Affordable health care insurance is available through Covered California, the health insurance marketplace in California established under the Affordable Care Act.

How to apply:

We invite serious candidates to submit a letter of interest along with a resume or CV to Rommy Johnson at spc@medicinebuddha.org. In your letter, please specifically address your qualifications and experiences as they relate to the job.

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Land of Medicine Buddha is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, religion, gender, age, sexual orientation, and physical abilities.

** The five lay precepts are the foundation of ethics for all persons performing duties, responsibilities or actions for on behalf of LMB. The precepts are not to kill, steal, engage in or commit sexual misconduct, lie, or take intoxicants (including alcohol, recreational drugs, and tobacco products).*