



## **MAHAMUDRA CENTRE FOR UNIVERSAL UNITY**

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[www.mahamudra.org.nz](http://www.mahamudra.org.nz)

# **MAHAMUDRA CENTRE MANAGER:**

## **Permanent Position – Starting August / September 2025**

Mahamudra Centre for Universal Unity is a Tibetan Buddhist Retreat Centre located on the beautiful Coromandel Peninsula. We offer year-round group retreats and Dharma teaching programmes in a rural retreat setting, surrounded by lush green hills and park-like grounds. Our facilities also support solitary retreats as well as providing accommodation to many international travelers and the wider community.

We are looking for a new Centre Manager to ideally start August or September 2025

This is a wonderful opportunity for a Dharma loving person to bring their full range of hospitality skills and experience together with a passion for working for the benefit of others through service. The ideal candidate would be a Buddhist practitioner; ideally an FPMT student or at least have an appreciation and respect for the teachings of HH the 14th Dalai Lama and the FPMT founders Lama Yeshe and Lama Zopa Rinpoche.

### **Centre Manager Duties include, but not limited to:**

#### **Accommodation and hospitality:**

Managing accommodation and retreat bookings, housekeeping, attending to needs of retreatants, guests and visitors.

#### **Office administration:**

All aspects of office administration include maintaining office equipment, supplies and office systems. Assisting with marketing/social media.

#### **Event Management:**

Assisting and organising retreats  
Organising and preparing retreat materials  
Communicating with retreaters, before, during and following retreat and courses  
Setting up the facilities for retreats  
Co-ordinating zoom and sound system (training given)

#### **Dharma work:**

Leading morning guided meditation (training offered if needed)  
Setting up the altar for Pujas  
Leading Pujas (if happy to do so)  
Daily water bowl offerings

**General Centre management duties:**

Coordinating repairs and maintenance and grounds work.  
Volunteer Recruitment, training and supervision.  
Creating a welcoming, calm and heart-led environment for guests.  
Working closely with the MMC team to best support and grow the Centre  
Effectively communicating with and reaching out to, the local Colville community

**SKILLS REQUIRED**

- A strong commitment to Dharma practice
- Excellent communication and people skills
- Administration experience and knowledge
- I.T literate and comfortable with social media
- Enthusiasm and a good sense of humour
- A driver's license
- Organised, practical and willingness to learn
- Positive mindset with a happy and outgoing disposition

**BENEFITS OFFERED:**

- Weekly wage
- Accommodation (with all utilities paid)
- Food supplied
- Working schedule of either 5 days on / 2 days off or a Rota schedule of 4 days / 3 days off if the position is for two managers
- Free access to all courses, teachings and retreats held at the Centre.
- An opportunity to offer service, practice Dharma, study and attend teachings in a supportive and extraordinarily beautiful and powerful environment.
- Happy to offer a NZ employment contract or contract employment

You will need to be flexible and practical in this ever-changing rural environment. It's a very hands-on position and the ability to roll up your sleeves and do what's needed to get the job done is essential. It's a varied and interesting role where no two days are the same.

There is an opportunity for one person to take this role working 5 days / 2 days off. However, we can also look at offering this to two managers who can work on a Rota schedule together.

**Start date:** Ideally August or September 2025

This is an amazing and extremely meaningful life opportunity for those looking for a service role, where they can play a vital part in the spiritual direction of so many lives. Our Retreat Centre has been around for 45 years, and we have transformed the lives of so many, bringing happiness and clarity of mind, operating as a spiritual refuge for some, and accommodation and peaceful retreat for others.

To apply, please email your cv and covering letter to Lisa Bavidge, Centre Director on [lisa@mahamudra.org.nz](mailto:lisa@mahamudra.org.nz)

Or for further information please phone Lisa on +64 27 777 4343

Thank you and we look forward to receiving your application for this unique opportunity.

