

MEXICAN NATIONAL COORDINATOR JOB DESCRIPTION

September 2026

POSITION OVERVIEW

Aim

The FPMT Mexico National Coordinator (NC) supports local FPMT affiliates and study groups in their work to fulfil the FPMT Five Pillars of Service (Dharma; UECW; Community Service; Interfaith; Revenue Generation), the Vast Visions of our founding lamas, and the FPMT Heart Mission: preserving and spreading the Dharma, according to our specific FPMT lineage.

Recognizing that to fulfill the FPMT mission successfully in the short, medium and long term relies on alignment with FPMT, good governance, and karma.

It is important that the position of the NC is seen as a meaningful long-term job, as otherwise it will be very hard to maintain the organization locally (and internationally).

Specifically, the NC aims

- To help all centers, projects and services to understand and implement FPMT education programs, policies and guidelines, and to develop sustainably and well as part of the FPMT mandala.
- To give locally and culturally relevant advice and support in the relevant language, based on familiarity with FPMT policy and guidelines and local governance best practice.
- To work together with local FPMT entities to be able to identify and help resolve potential problems before they become serious.
- In their role as a national Designated Protection Person: to keep protecting from abuse as an essential consideration by local entities; and when and if possible, to help investigate and resolve local complaints as appropriate, according to the FPMT Protecting from Abuse policy.

Organizational Structure

FPMT Inc (the FPMT board and FPMT International Office) is the driver for global strategy and development, with the FPMT Mexico NC taking responsibility to help local entities develop in alignment with that.

The National Coordinator is part of the FPMT international network, and works closely with:

- The FPMT Center Services director in the work of supporting and monitoring local centers, projects and services and study groups and sharing national, regional and international experience
- The FPMT Education Services director in the work of providing standard education programs and materials, and Foundation Service Seminars.
- Fellow Regional and National Coordinators.
- The National Coordinators work with directors of local centers, projects and services, SPCs, board members/trustees; study group coordinators. And with the FPMT Latin America Regional Coordinator (if another person).

The FPMT Center Services director will conduct a regular performance review of the

coordinator. Relevant input from local centers, projects and services on the NC performance will be collected to aid in this review.

The FPMT Mexico National Coordinator might want to create an Advisory Committee to support his or her mission and reflections.

POSITION DESCRIPTION

Training and Ongoing Professional Development

- Becoming familiar and then keeping up to date with FPMT policy and guidelines (initially supplied via the Essential Orientation reading list, which includes the information in the FPMT Affiliates Area; updated by new information sent via various channels such as the CPMT e-group and the coordinators e-group and WhatsApp group).
- Becoming and remaining familiar with the functioning of FPMT centers, projects, services and study groups supported by your office.
- Keeping aware of experienced people in the area who would be willing to give advice for particular developments or problems in local centers, projects and services (eg: retired directors and SPCs)
- Supporting local execs/boards to be aware of their legal/fiscal requirements.
- Researching when appropriate locally provided training which local directors and board members need, eg: accounting, fundraising, professional development
- Sharing information from and with fellow coordinators via the Regionalization Development resource hosted by the Center Services director.

Managing and Developing the National Office

- Creating an annual action plan for the office, in alignment with International Office strategy and planning and interpreted to suit local needs and aspirations; and checked by the advisory committee (if there is one), the Center Services director and the Regional Coordinator (where relevant).
- Maintaining accurate accounts, and an activity-time sheet if needed.
- Recording key tasks, successes and challenges to share with the Center Services director and local directors/spcs/boards.
- Maintaining clear records in order to most skillfully be able to share information and history when needed (and to induct a new national coordinator in due course).
- Wherever possible, helping local students understand FPMT's regionalization strategy, and looking out for suitable students to help the office and perhaps consider for/train as a future coordinator.
- In conjunction with the board of the office, managing and developing the national office, including any consultants, volunteers and/or employees.

Potential Staff

- A suitable Education coordinator to provide spiritual program support to SPCs, helping with Dharma programs implementation, practices, materials and appointed in consultation with the FPMT Center Services and Education Services directors.
- A tour coordinator to organize tours of FPMT registered teachers.
- If needed and possible creating, assisting and sustaining a local mediation committee.
- A Translation Service coordinator (to coordinate with FPMT Spain)

Supporting Local FPMT Entities

- Providing local centers, projects, services and study groups with support as time permits. (This would ideally include legal, mediation, fundraising and marketing support, coming from a knowledge of local culture, legal and fiscal requirements together with FPMT culture, policies and guidelines).
This includes administration area and accounting areas as needed.
- Reaching out to offer support and check in on new directors and study group coordinators; and SPCs if there is no national education coordinator.
- Assisting the Center Services director in taking care of outgoing directors, spcs and resident teachers.
- Answering general questions, for example about:
 - FPMT policy and guidelines
 - troubleshooting queries
 - study group start up and development queries (formal agreement and acknowledgement of new study groups will still come from the Center Services director with the involvement of the coordinator)
 - Keeping a fluid and good communication with the center directors, SPCs, coordinator, etc, helping them to solve problems, doubts, get material for the center, etc. Also sending them the information from the IO, and translating it when needed.
- Receiving the e-news/program news/newsletters of each local FPMT entity in order to try to keep up to date with what is going on, and thereby check:
 - If there is any good news which could be shared via the FPMT e-news;
 - If there is anything which needs your input, eg: a teacher who isn't registered, a non-FPMT program;
 - That they are aligned with FPMT policy (eg: using correct FPMT branding and wording)
- Reaching out to local board members (executive committee members/trustees) to help them develop good, safe governance practices, inviting them to national meetings to get up to date and aligned with FPMT and best practice (very important as local boards are responsible for protecting and sustaining their local entities and assets).
- Updating the generic guideline Good Local Governance with locally relevant information.
- If there is one, keeping the FPMT Mexico website updated, uploading the FPMT news in Spanish monthly and sending it to the mailing list.
- Doing other activities that need to be done or manifest, like Kopan lottery, organization of making merit practices (to do between all the centers in Mexico), informing centers and coordinating when special events are organized, etc.

Organizing and Attending Meetings

- Organizing annual local meetings, using the guideline *Key Points for Organizing a Meeting*.
- Following up on projects or ideas arising as agreed from meetings and reporting back as appropriate.
- Attending international meetings (CPMT) in order to represent and feedback to the national entities.
- If there is a Mexico National Buddhist unions/groups, ensure that FPMT is represented.

Liaison with International Office

- Sharing relevant information locally as appropriate and feeding back to the Center Services, Teacher Services and Education Services directors regarding any questions and updates; identify issues of relevance for International Office.
- This may include suggestions for policy development and/or new guidelines.
- Coordinating and promoting locally delivered FPMT Service Seminars via the FPMT registered Foundation Service Seminar Facilitators and Coordinator.
- Participating in the Regionalization discussion to contribute, alongside other regional and national coordinators, to our development of regionalization strategy.

Visit of High Lamas

- Being the point person for organizing any visit of High Lamas to Mexico (with the lamas' Offices or attendants).
- Ensuring that directors are aware of past key advice from Rinpoche to local entities and that it is archived at the local entity and the national and International Office.

Interface between National and Regional Offices (if relevant)

- Keeping the Regional Coordinator updated with any important information regarding local centers, projects and services.
- Ensuring that the RC is aware of any teacher tours when they are planned.
- The Regional Coordinator will ensure that the FPMT Mexico National Coordinator is aware of any teacher tours and regional meetings as they are being planned.

This is a volunteer position.

To apply and for any questions, contact François Lecointre, Centre Services director at the International Office at francois@fpmt.org