

**Opportunity to serve as the  
FPMT North American Teacher Tour Coordinator  
(remote volunteer)**

FPMT's North American Regional Office is entering an exciting period of expansion. Our aim is to greatly increase the scope and impact of our support for our region's 27 centers, projects, services and study groups. We are committed to enhancing the activities we provide and expanding the resources available to our community.

We are seeking a dedicated and organized **Teacher Tour Coordinator** to join our team and contribute to the success of visiting teacher tours across the FPMT North American region. This volunteer role is vital to ensuring that the Dharma teachings and visits from esteemed teachers are coordinated efficiently and effectively, supporting our centers and making high-quality Dharma accessible to students.

**Responsibilities:**

- Launch and oversee the Teacher Tour Department of the NA Regional Office.
- Develop tour schedules in consultation with visiting teachers and participating centers, ensuring coordination and balance.
- Compose and distribute teacher invitation letters and video requests.
- Act as the primary point of contact between attendants and centers for visits by High Lamas, handling tour logistics and travel arrangements.
- Provide centers with training and support to ensure proper hosting and care for visiting teachers, including guidelines for hospitality and respect.
- Manage and disseminate communications about tours across all FPMT NA platforms, including the website, social media and mailing lists.
- Oversee cost-sharing arrangements for the tours, ensuring financial clarity and collaboration among centers.
- Assist with visa applications and other necessary documentation to facilitate the smooth travel of teachers.
- Gather and analyze feedback from centers about tours, communicating both positive and constructive feedback to the Regional Coordinator to ensure continuous improvement.
- Develop and pursue income generation projects, such as pilgrimages, so that this position may grow into a paid position in the future.
- Create the initial policies and procedures for all of the above.

**Qualifications:**

- Strong familiarity with FPMT, ideally previous service as an SPC.
- Strong familiarity with the logistics and protocols involved in coordinating visits for Dharma teachers, especially High Lamas.
- Ability to build and maintain relationships with our various centers, projects, services and study groups, ensuring clear and open communication.

- Experience in event coordination or project management, ideally in a nonprofit or Dharma organization.
- Strong organizational and planning skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Proficient with graphic design and communication tools such as email, social media platforms and content management systems.
- Collaborative and team-oriented with a willingness to support the vision and mission of FPMT and the North American Regional Office.
- Cultural awareness and sensitivity, particularly in the context of hosting Dharma teachers and working with international communities.

**Hours:** 5 - 20+ hours per week (flexible depending on volunteer's availability)

**Reports to:** FPMT NA Regional Coordinator

**Start date:** January 2025

**Application deadline:** November 24, 2024

**How to Apply:** If you're passionate about bringing more visiting teachers to the NA region, eager to take on a challenging project, and excited to join our growing office, we'd love to hear from you. Please submit your resume and a brief cover letter detailing your interest in this position, relevant experience and time availability to [fpmtnorthamerica@gmail.com](mailto:fpmtnorthamerica@gmail.com). Thank you for your interest in serving the sentient beings of the NA region! We look forward to speaking with you more.