

Opportunity to Offer Service

Volunteer Assistant Spiritual Program Coordinator

Ocean of Compassion (Gyalwa Gyatso) Buddhist Center – Campbell, CA

Ocean of Compassion Buddhist Center (OCBC) is seeking a dedicated volunteer to serve as **Assistant Spiritual Program Coordinator (Assistant SPC)**. This is a unique opportunity to offer service in a spiritually enriching environment, supporting the flourishing of Dharma in our community.

OCBC is a fully volunteer-run center offering in-person and online programs in universal education, meditation, and Buddhist studies. Guided by the advice of our Spiritual Director, **Kyabje Lama Zopa Rinpoche**, our programming is rooted in the **Mahayana tradition** and aligned with the vision of the **Foundation for the Preservation of the Mahayana Tradition (FPMT)**.

As Assistant SPC, you'll work closely with the Spiritual Program Coordinator to help implement and sustain the center's thriving spiritual programming. This role offers hands-on training, mentorship, and opportunities to develop both professional skills and spiritual growth.

Ideal Candidate

We welcome applicants who feel inspired to serve and grow within a Dharma community. Candidates should:

- Be familiar with and ideally devoted to **Lama Zopa Rinpoche**
- Align with the mission of **FPMT** and **Ocean of Compassion**
- Have a solid foundation in **Mahayana teachings** and an established Dharma practice
- Have experience with or interest in **FPMT Education Programs** (a plus)
- Be enthusiastic about Dharma and view **service as spiritual practice**
- Be organized, detail-oriented, and comfortable with **Zoom** and **Google Workspace**
- Have experience or interest in **program coordination**, **event logistics**, and **social media** (a plus)
- Have an **inspiration to one day serve as a Spiritual Program Coordinator**, viewing this role as a step toward deeper service and leadership.
- Be willing to commit to **one year of service**
- Be available for an average of **8 hours per week** (*approximately 25% of that time on-site at the center and the rest are flexible remote tasks*). Service is viewed as a path—an offering that nurtures both the center and your spiritual growth.
- Embody **patience**, **teamwork**, and a **bodhicitta attitude**

Responsibilities

The Assistant SPC will support the center's spiritual programming through:

Event & Program Coordination

Assist with logistics and implementation of classes, meditations, pujas, FPMT courses, and Dharma events

Teacher Hospitality

Support the resident geshe and coordinate travel, lodging, and care for visiting teachers

Administrative & Class Support

Organize Dharma materials and communicate with participants to foster a welcoming and thriving learning environment

Program Promotion

Assist with program publicity through flyers, social media, and other platforms

General Support

Provide administrative help and other program-related assistance as needed

How to Apply

To express interest, please email a short description of:

- Your background in Buddhism
- Your history of service to FPMT centers
- Why you're inspired to apply

to: **spc@oceanofcompassion.org**

Please include your **phone number** and any other relevant contact information.