



Root Institute for Wisdom Culture
Bodhgaya, India

Spiritual Program Coordinator

Root Institute for Wisdom Culture, a socially engaged Dharma Centre, is looking to recruit a dynamic, organised and compassionate person as our Spiritual Program Coordinator (SPC).

The Spiritual Program Coordinator is responsible for ensuring the quality, variety and depth of our spiritual program, which reflect the unique teaching style of Lama Thubten Yeshe and Lama Zopa Rinpoche.

The **primary responsibility** of the SPC is to work harmoniously with the centre director in nurturing the spiritual needs of Root Institute's residential, and transitory international, community. The SPC acts as the representative of the centre in this regard.

During our busy season (October to March) the SPC is responsible for planning and coordinating our spiritual program consisting of introductory, intermediate and advanced courses offered by visiting teachers, meditation practices at holy Buddhist pilgrimage sites, retreats and other offering practices at the Mahabodhi Stupa. The SPC can take the initiative to create a team consisting of an assistant, meditation, course, and pilgrimage leaders to implement these duties.

The SPC is appointed by the Centre Director for a minimum of two years. It is possible for applicants to extend their contract.

Qualifications required for this position:

- Respect for Lama Zopa Rinpoche, and familiarity with and respect for the FPMT organisation
- Previous experience with planning/organising events
- Good management and interpersonal skills
- Advertising skills - making use of flyers, and all up to date media wherever possible.

- Ability to work harmoniously with others in a constantly changing environment; good hospitality skills
- Familiarity with, or willing to become familiar with, and follow FPMT policy, including teacher policy and Sangha protocols
- Being well-informed about FPMT education programs, and interested to seek and follow guidance from FPMT Education Services
- Knowledge of common Mahayana prayers and practices; ability to set up and lead pujas.
- Good written and oral communication skills in the English language
- Basic Dharma knowledge and enthusiasm for Dharma and service
- Ability and enthusiasm to establish and maintain a practice program of ongoing meditation, rituals, and retreats, and pilgrimages.
- Cultural awareness of India
- A sense of humour

Benefits

- Monthly stipend
- Free accommodation and three delicious vegetarian meals daily at the centre
- Free access to Shakyamuni Buddha Community Health Care Clinic
- 1 month of paid leave and 1 month of unpaid leave per year

Application

Please email the following materials as soon as possible:

- A CV
- A letter of motivation, including why you wish to work at Root Institute, in Bodhgaya
- A photo
- 2 professional references
- 1 spiritual reference/Dharma friend

to the Director

Email director@rootinstitute.ngo

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