



FPMT North American Regional Office Assistant Regional Coordinator Volunteer Position Description

Position title: Assistant Regional Coordinator (Remote Volunteer)

Reports to: NA Regional Coordinator

Time commitment: Minimum 10 hours per week, ideally 20 hours per week

Start date: As soon as possible

Application deadline: Open until filled

Position Summary:

The Assistant Regional Coordinator will support the FPMT North American Regional Office in its mission to connect, strengthen and empower the 27 FPMT centers, projects, services and study groups in our region. This position will primarily oversee Teacher Tour and Outreach Coordination functions, ensuring smooth implementation and expansion of our region's programming and visibility across North America. During lower-volume periods in Teacher Tour duties, the Assistant will assist the Regional Coordinator with Professional Development Training Coordination.

Core Responsibilities:

1) Teacher Tour Coordination

1. Plan and oversee all logistics for visiting teacher tours, including scheduling, travel bookings, visa regulations, cost-sharing accounting, materials support, promotion, post-tour evaluation, etc.
2. Serve as the liaison between hosting centers and visiting teachers to ensure clear and consistent communication
3. Train and mentor local center staff in teacher care protocols, event logistics, and promotion, as needed

2) Outreach Coordination

1. Manage all aspects of NARO's digital presence: website overhaul and ongoing updates, social media scheduling and content curation. Volunteers are available

to help with the technical aspects; the main responsibility here is storytelling and content creation

2. Create monthly e-newsletters to highlight regional activities for current and prospective NA students
3. Coordinate with centers to collect and share inspiring stories and events
4. Encourage social media collaboration across the region, including region-wide social media campaigns, a shared content library, and sync meetings for communications staff/volunteers from each center to discuss upcoming events, share marketing ideas, identify joint opportunities, brainstorm solutions for shared challenges, etc.
5. Support the Regional Coordinator in the creation of NARO's Annual Report
6. Track and analyze outreach metrics to adjust strategies for maximum reach

3) Professional Development and Training Support

1. Assist with organizing regional training workshops for center staff and volunteers
2. Track and report on participation and feedback from training initiatives

4) Other areas suited to the Volunteer's abilities - skills such as fundraising and marketing are especially welcomed. Tell us more about the skills you would like to offer!

Qualifications:

- Deep familiarity with FPMT mission and culture
 - Strong organizational skills paired with clear, compassionate communication
 - Track record of successfully managing projects and coordinating events
 - Proven ability to leverage social media and digital outreach to engage and grow diverse audiences
 - Comfortable working independently in a remote environment while coordinating with a small team
 - Candidates with previous FPMT service are very strongly preferred
 - Residing in North America is NOT a requirement
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How to Apply:

If you're 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, connection with FPMT, and time availability to regionalcoordinator@fpmtna.org. Thank you for your interest in serving the sentient beings of the North American region! We look forward to speaking with you more.