

Job Description Program Coordinator

Organization Profile:

San Francisco Zen Center was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and his American students. Suzuki Roshi is known to countless readers as the author of the modern spiritual classic, *Zen Mind, Beginner's Mind*.

The purpose of San Francisco Zen Center is to make accessible and embody the wisdom and compassion of the Buddha as expressed in the Soto Zen tradition established by Dogen Zenji in 13th-century Japan and conveyed to us by Suzuki Roshi and other Buddhist teachers. Our practice flows from the insight that all beings are Buddha, and that sitting in meditation is itself the realization of Buddha nature, or enlightenment.

Today, San Francisco Zen Center is one of the largest Buddhist sanghas outside Asia. It has three practice places: City Center, in the vibrant heart of San Francisco; Green Gulch Farm, whose organic fields meet the ocean in Marin County; and Tassajara Zen Mountain Center—the first Zen training monastery in the West—in the Ventana Wilderness inland from Big Sur. These three complementary practice centers offer daily meditation, regular monastic retreats and practice periods, classes, lectures, and workshops.

Zen Center is a practice place for a diverse population of students, visitors, lay people, priests, and monks guided by teachers who follow in Suzuki Roshi's style of warm hand and heart to warm hand and heart. All are welcome.

Reporting Relationships:

Department: Program Department
Reports to: Program Director
Works With: Communications Coordinator, Events Manager, Reservations Coordinator, Tassajara Guest Season Consultant, Director, Tanto, Shika/Guest Manager, office staff
Status: Full time

Position Overview:

You will work at the heart of SFZC's program department and will be responsible for the daily operations and decision-making that supports SFZC programs. SFZC program offerings -- workshops, retreats, lectures -- are an entry point to the teachings and contribute to the financial well being of SFZC. The program coordinator reports to the program director and collaborates with a wide variety of internal SFZC functional areas including senior staff at the three practice centers, communications department, reservations department, and finance department. In addition, the program coordinator serves as the primary point of contact for workshop leaders who may be Zen teachers or guest teachers. An integral part of the job is cultivating relationships with people throughout Zen Center and the wider community.

Desirable Knowledge, Skill & Abilities:

- Familiarity with San Francisco Zen Center mission, organization, and leadership and at least one of the practice centers
- Strong attention to detail and organizational skills
- Excellent project management skills
- Strong team orientation, self-motivated, disciplined, and reliable

- Able to represent the core values of SFZC internally and externally
- Enjoys working collaboratively as part of a team
- Comfortable with responsibility and taking initiative on new projects
- Strong written, oral, graphic, and interpersonal communication skills (i.e. phone inquiries, web pages, correspondence)

Required:

- Bachelor's degree or 4 years of relevant experience in a related field
- Possess strong written and verbal communication skills in English.
- Proficient with Microsoft Office 2007-2011 products, Google apps, and standard office equipment
- Familiarity and comfort with various web applications and technology

Duties and Responsibilities:

- Develop and recommend new or revised programs. Evaluate incoming program proposals.
- Schedule programs at Tassajara and City Center, factoring in the practice calendar, range and variety of offerings, and space availability. Act as liaison with Green Gulch regarding programs as needed.
- Enter programs details into applicable internal systems used by SFZC staff to promote, manage, and offer the programs.
- Handle ongoing communications with teachers and workshop/retreat leaders including requests for text, photos, and bios, scheduling questions, travel and housing (if needed).
- Offer input to and feedback on the marketing and promotional plans.
- Develop and schedule work plan in accordance with fluctuating and sometimes conflicting priorities.
- Order annual Tassajara branded clothing (and other merchandise) including: coordinate design, determine inventory targets, and track production and delivery.
- Manage Continuing Education administration for applicable City Center and Green Gulch workshops.
- Ensure timely teacher payments for Tassajara and City Center guest teachers.
- Organize all aspects of periodic special events including: confirm speaker, negotiate agreement, secure venue, volunteer recruitment, etc.
- Prepare or assist in the preparation of budget cycle.

To be successful as a member of the SFZC staff, you will also:

- Have a passion for our mission and a strong desire to impact a spiritual non-profit organization
- Be an innovative and creative thinker; you're not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team

Environmental:

- Climb stairs
- Lift 15 lbs.
- Type on a computer regularly

Stipend:

- This is a Level 4 staff position.