



**Portland Shambhala Meditation Center
Director of Practice and Education
Job Description**

**Position open as of Shambhala Day, February 9, 2016
If interested, please speak with Center Director Lisa Stanley.**

The Director of Practice and Education reports to the Center Director.

Along with the Center Director and Rusung the Director of Practice and Education serves as one of the Three Pillars of Governance for the Center.

The Director of Practice and Education, along with the Shastri, together represent the Pillar of Practice and Education at the Center level. The Director of Practice and Education is responsible for all administrative functions in the areas of Practice and Education; the Shastri holds the teaching seat.

The Practice and Education function of a local Shambhala Center is responsible for creating and maintaining the local practice and study container. This includes overseeing and cultivating the ongoing practice and education of members, both newer students and advanced, as well as ensuring that newcomers are welcomed into our Shambhala Society and provided with appropriate opportunities to learn meditation and study the dharma.

The Director of Practice and Education carries out his/her functions in a manner that is consistent with the policies and authorizations set out by the Shambhala Office of Practice and Education.

The period of service is three years.

Overall Areas of Responsibility

- Oversees and develops all levels of Practice and Education, working with the Center Director and Shastri
- Serves as a member of the local Governing Council
- Serves on the Center's Calendar Group
- Participates in the budget process for Center programming
- Chairs the Practice and Education Committee. Members generally include:

Center Shastri
Committee Secretary
Way of Shambhala Coordinator
Meditation Instructor Coordinator

General Programs Coordinator
Vajrayana Practice Coordinator
Community Practice Coordinator

- Attends monthly Governing Council meetings, quarterly retreats, and Council events, and works as a team member

- Communicates policies in line with Shambhala International protocols and directives to serve local needs, oversees the P&E budget, addresses personnel matters, aids in the development of marketing plans, strategies, and programs for the Center along with the Center Director and other members of the Center Governing Council.
- Develops the annual schedule of events to support all levels and orientations of practitioners as a member of the Calendar Group.
- Collaborates with the Center Shastri regarding choice of teachers for programs. The Shastri and the Director of Practice and Education will have ongoing meetings to discuss the best usage and mentorship of individual teachers.
- Interfaces with the Shambhala Office of Practice and Education and stays up-to-date on current policies and practices
- Interfaces and coordinates with other Centers and groups in the region as much as possible in support of developing the Pacific NorthWest (PNW) regional identity
- Provides support, feedback and direction to those participating in practice and study programs, including directors, meditation instructors, assistant directors, staff and participants.
- Maintains a general sense of how participants are doing and intervenes, when appropriate.
- Serves as a meditation instructor, assistant director, or teacher, as appropriate.

Qualifications

Candidates who meet the criteria listed below are preferred, but we will consider individuals who are ready to serve, but who may not meet all of these criteria at present. The Office of Practice and Education has final approval of the Center's selected candidate.

- Strong connection with Sakyong Mipham Rinpoche and the Druk Sakyong and their vision and teachings
- Graduate of Sacred World/Vajrayana Seminary who is informed and inspired by the current direction of the Shambhala Vajrayana path, and is also inspired to support those engaged in Kagyu and Nyingma Vajrayana practices
- Has a strong personal commitment to practice and study
- Has good lungta
- Demonstrates good leadership potential and an interest in engaging with the path of Kalapa Governance
- Strong administrative skills and detail oriented
- Experience as a program coordinator, esp. with Shambhala programs
- Is a highly organized individual with good computer skills
- Has excellent interpersonal skills and communication skills
- Has demonstrated an ability and strong interest in working as part of a team
- Some background with budget processes a plus