

**Shambhala Meditation Center of New York
Staffing Model - 2004**

Goal

- Establish Shambhala Meditation Center of New York as leading center for meditation, Buddhist Studies and Shambhala teachings
 - Broadening: Weekly Dharma Gathering, Learn to Meditation, Turning the Mind into an Ally workshops, Introductory programs, SSBS Year One, Shambhala Training HOW, Community, Work-Study
 - Deepening: SSBS Year Two, ST Sacred Path, Advanced Buddhist Studies, Vajrayana Practice & Study, Visiting Teachers, Membership, MIs, Leadership Class

Executive Director

Responsible for overall integrity, vitality and soundness of the Center

- Work with Board of Trustees on development and implementation of strategy and policy
- Relate with Committees of the Board
- Relate with Acharya/View Holder
- Relate with Practice & Study and provide support for key initiatives
 - Teacher training and development
 - Teacher assignments
 - Curricula balance, development and implementation
- Oversee finances and ensure fiscal soundness, with Associate Director
- Relate with community, membership & development
- Mentor staff and volunteers and ensure they have the resources to do their jobs well
- Meet 3x year with program directors (WDG, SSBS, ST, L2M, TMA, MI, Nalanda, Vajrayana)
- Magnetize volunteers for leadership positions
- Lead marketing & communications
 - Branding
 - Programming and scheduling
 - Brochure, emails, postcards, in-class announcements, advertising
 - Communications with BOT and community
- Liaison, Shambhala International/Mandala Governing Council
- Liaison, Shambhala Northeast Region
- Liaison, Visiting Teachers Committee
 - Invitations to Tibetan teachers
- Liaison, Sky Lake
- Relate with leaders of other contemplative organizations in NYC

Specific goals for 2004:

- Represent NY in Shambhala Community Planning Process
 - Member, Communications Working Group
 - Member, Outreach Working Group
- Find and train new Center Staff (Associate Director, Office Manager, Finance Director)
- Oversee website redesign and Garuda (Information Management System) development
- Reconfigure and uplift space
- Implement program/class evaluations across the board

Associate Director (40 hours/week)

Responsible for day-to-day operations and programming

- Manage office staff
- Program and event production
 - Identify, train and relate with coordinators
 - Institutionalize Program Planning Tool/Program Software
 - Develop and run training program for coordinators, staff 2x/year
 - With Finance Director, establish budget for programs
 - Manage major events (Pema, SMR, Bhutanese Lamas)
 - Manage program/class evaluation process
- With Executive Director, relate to Center's finances
- Oversee work-study and volunteers
- Liaison, Weekly Dharma Gathering
- Liaison, Shambhala School of Buddhist Studies
- Marketing & Communications
 - Supervise production of brochure and other publicity materials
 - Liaison with writer, designer, mail house
 - Participate in long-term scheduling
 - Manage mailing lists and distribution strategy
- Participate on Executive Committee and attend BOT meetings

Specific goals for 2004:

- Review, refine center processes
- Develop Garuda (Information Management System)
- Develop Coordinator's Manual & checklist
- Develop SSBS infrastructure modeled on Shambhala Training
- With Office Manager, sort out email system
- Integrate body work into programming

Office Manager (40 hours/week)

Responsible for efficient administration of office and office staff

- Office protocol
 - Reception
 - Phones
 - Mail
 - Basic knowledge of operating systems + IT
- Space
 - Daily program flow, Wall up or down, Keys
- Manage data base and data entry
 - Develop and maintain targeted email lists
- Short-term scheduling
- Rentals
- Administrative assistant to ED and AD
- Relate with ED, AD on marketing strategy + production of flyers + weekly/monthly email
- Update website and program calendar
- Oversee Work-Study program
 - Managing, training, scheduling
- SSBS + Shambhala Training materials point person
 - Manage production of sourcebooks/ordering of books for ongoing curricula
- Relate to Registrar/field questions regarding program cost/affordability
- Relate with Finance Manager about petty cash/program + production costs
- Relate with Sangha, answer public inquiries, field incoming email
- Co-manage bookstore invoices/inventory with Operations Coordinator

Finance Director (20 hours/week)

Responsible for budgeting, tracking finances and general bookkeeping, including computer data entry

- Monthly bank reconciliation, including credit card merchant account
- Manage petty cash
- Prepare bank deposits
- Administer accounts payable
- Prepare weekly cash flow update for Director
- Oversee program financial management; instruct program coordinators regarding budgeting and expense management
- Track membership dues and produce membership reports
- Generate monthly and financial statements including program job reports

Manage employee health insurance and payroll for staff of 5

Membership Coordinator/Registrar (28 hours/week)

Responsible for registration, membership relations

- Coordinate pre-registration of programs and classes
 - Prepare and maintain registration sheets
 - With Finance Manager, relate with on-line registration service
 - Train program team to handle on-site registration
- Track and communicate pre-registration and registration stats
- Be the primary membership contact
- Support/stand in for Office Manager whenever needed
- Train work-study
- Provide marketing support

Facilities Coordinator (20 hours/week)

Responsible for maintaining organized and uplifted facilities

- Maintain checklist of and order center-wide and office supplies
- Support AD in finding, relating with program coordinators and teams
 - Work with coordinators to order food for programs
- Schedule ikebana
- Support shrine keeper
- Organize and maintain closets
- Support office team
- Co-manage bookstore invoices/inventory

Audio Visual Coordinator (approx 20 hours/week)

Responsible for managing audio assets

- Train cadre of volunteers/work-study in doing sound
- Schedule sound coverage for all programs
- Migrate center to digital recording
- Upgrade and maintain sound equipment
- Handle duplication of audio CDs
- Archive audio assets
- Work with Library Project Group to set up membership lending library