

Tara institute is a Tibetan Buddhist Centre based in Brighton, Melbourne, Australia, affiliated with [FPMT](#). The FPMT is a network of worldwide centers, retreat centres, monasteries, nunneries, publishing services, hospices, and other services and projects functions to achieve [the FPMT mission](#) to preserve and spread Mahayana Buddhism worldwide.

The centre has been established since 1981. Geshe Lobsang Doga, our senior resident Geshe, has been teaching here since 1984 . We have a resident Sangha community and a small community living onsite. Our spiritual program includes classes for students at all levels, including traditional Tibetan Buddhist teachings, Dharma club for children and introductory courses in Tibetan Meditation.

We are keen to recruit a new Spiritual Program Coordinator (SPC) to join our team to help develop, structure and coordinate our spiritual programs.

To read an outline of the role, and details of how to apply, please click [here](#). This position is open only to suitable applicants who are eligible to live and work in Australia.

The primary responsibility of the SPC is the coordination and management of the spiritual program, in alignment with FPMT policy and guidelines in collaboration with the teachers and Centre Director. The SPC directly reports to the Centre Director, is supported by FPMT Australia and is a Committee member on the Tara Institute Executive Committee.

SPC Skills

- You will have a commitment to Buddhist practice, ideally with a commitment or as a student of FPMT and Lama Yeshe and Lama Zopa Rinpoche.
- Familiarity with the FPMT tradition of study, practice, service and ethical conduct
- You are able to liaise with a range of different situations and people – you can apply Buddhist practice to your interactions with others.
- Adaptability with a ‘can do attitude’ – able to embrace change and adapt where necessary.
- Team player – ability to work with the different parts of the Centre.
- Technical skills are an advantage working with websites and social media.
- Preferably have attended a one-month Kopan course;
- Have a demonstrated track record of commitment to an FPMT center, study group, or project;
- Have a good foundation of lam-rim knowledge and experience, especially lojong;
- Have attended an FPMT Foundation Service Seminar, or are committed to do so within one year of appointment.

The role is to actively promote positive and harmonious relationships and provide a supportive and welcoming environment to visitors and students of the centre. There is flexibility for the role to be either a full time or a part time position as there is a newly established dynamic and dedicated group of volunteers that have formed the SPC Team. Job sharing where more than one person could carry out this role may be possible.

How to apply

Please send the following to the Director, [Kerry Whitlock](#)

director@tarainsitute.org.au

A letter explaining why you are interested in this role

1. A detailed resume, both Dharma and professional

Applications close by Friday 31 March 2023

Thank you for your interest in this role!