

Compassionate Ocean Zen Center

Administrative Director Position Description

09 November 2020

Compassionate Ocean Zen Center seeks to hire a part-time **Administrative Director**. This is a new leadership position, taking full responsibility for developing, maintaining, and growing the administrative function of the Center.

Background

About Compassionate Ocean

Compassionate Ocean began informally in 1995 and formally in 2000 as a 501(c)(3) nonprofit corporation. It was founded by Guiding Teachers Joen and Michael O'Neal as a Zen practice community and mindfulness resource.

The Center's programs include Buddhist studies classes, secular Mindfulness Based Stress Reduction classes, daily meditation gatherings, weekly Dharma talks and Zen retreats. Normally the programs take place in our Zen center located in North East Minneapolis but during the current pandemic, all programming takes place on Zoom. The Center also leases office space in the adjacent Casket Arts Building.

Creation of the Administrative Director Position

From its inception, Compassionate Ocean has operated on a lean budget. Paid staff has consisted of the two Guiding Teachers plus a ten-hours-a-week Communications Coordinator/Administrative Assistant. The bulk of the administrative work was handled by the Guiding Teachers in addition to their teaching and general stewardship of the Center. It has been a long-time goal of the Guiding Teachers and the Board of Directors to relieve the Guiding Teachers of administrative responsibilities. That is what this position is designed to do.

Administrative Director Position

Function and Responsibilities

The Administrative Director's overall function is to manage the administrative component of our organization: providing support for the guiding teachers, members of our community and the general public with regard to our mission; effectively integrating volunteers; and seeing that administrative tasks are carried out with a high degree of proficiency and timeliness.

The main areas of responsibility are listed below.

Promotion:

The Administrative Director will lead and implement effective ways of promoting the Center's programs in a manner consistent with our identity as a Zen Buddhist religious center.

- Lead development of a strong mission-appropriate promotion strategy.
- Keep website up to date (with volunteer help).
- Prepare effective and timely promotional materials for delivery via email and on social media.
- Prepare flyers, brochures, and other printed promotional materials.
- Develop and place ads and other promotional articles.
- Prepare promotion for special events (coordinating with committees and event leaders).
- Arrange for volunteers to photograph activities.

Communication & Community Support:

The Administrative Director is one of the "faces" of the organization, supporting members and others through various forms of communications, responding to queries, sharing information about the Center, and developing contacts and resources in the larger community.

- Set up and keep membership databases up to date; upgrade software as necessary.
- Promptly respond to queries and other communication requests (telephone/mail/email/in person).
- Produce quarterly newsletter (with volunteer and Guiding Teacher involvement).

General Administrative Work:

The Administrative Director will be responsible for ensuring that general clerical tasks are completed efficiently and expeditiously.

- Organize and maintain administrative systems, office records and files.
- Coordinate office access and security.
- Schedule space use, including arranging for space rental.
- Maintain an orderly and well stocked office.
- Assist the treasurer with simple bookkeeping tasks (e.g., deposits, bill payments) as needed.

Program Support:

The Administrative Director will support the Guiding Teachers in ensuring that all programs run smoothly and efficiently.

- Work with teachers to provide support as needed.
- Order books and other program materials.
- Copy handouts for classes. Distribute to people who miss class.
- Arrange for recording of classes and talks, arrange cataloging, filing and access.
- Provide logistical support for classes, retreats, special events, inter-sangha events, etc.
- Coordinate registration for events (working with the financial team).

Note: Program design and content are the responsibility of the Guiding Teachers.

Volunteers / Personnel:

- Effectively integrate volunteers into administrative areas.
- Provide supervision, training, and support for volunteers.

Computers and Equipment:

The Administrative Director will need to have day-to-day technical proficiency.

- Be knowledgeable about using and training others in use of hardware and software.
- Provide or arrange for technical support as needed.
- Maintain documentation and written training materials for computers.

Desired Qualifications:

- Successful experience in administrative leadership, preferably in a nonprofit environment.
- Strong organizational, communication and interpersonal skills.
- Proficiency with general office technology (word processing programs, database management, website maintenance, etc.) and comfort with learning new technology with little guidance.
- Enthusiasm for helping others, learning and improving organizational systems and processes.
- Commitment to advancing the mission of Compassionate Ocean as a Zen Buddhist practice center and community.

Time Commitment:

- 20 hours per week with the possibility of additional time.
- Some on-site time, consistent with Covid protocols, is required each week. Some work can be done remotely.

Accountability:

- The position reports to a Guiding Teacher.

Salary and Benefits

- Pay is \$18.50/hour.
- Health insurance support is available.
- 100 hours per year of paid time off (equivalent to 5 weeks at 0.5 FTE per year). Time off to be accrued monthly.
- Access to Center classes and other programs.
- Flexible schedule.

Contact Information

Interested candidates should send a resume and cover letter to admin@oceandharma.org.

Compassionate Ocean Zen Center
652 17th Avenue NE; Minneapolis, MN 55413
612-781-7640 • www.oceandharma.org