



## **Job Description**

### **Boundless Mind Temple Administrator**

#### **Position Summary**

The Boundless Mind Temple Administrator supports in-person and online offerings at Brooklyn Zen Center's Boundless Mind Temple (BMT) through scheduling, communication, and logistic support to the Tanto (Head of Practice) as they oversee a full schedule of Soto Zen programs and offerings.

Candidates must be committed to fostering inclusivity and participation across race, class, ethnic origin, sexual orientation, gender identity, age, ability, religious commitments, and to find alignment with BZC's mission, vision, and values.

The BMT Administrator reports to the Boundless Mind Tanto. This is an hourly role, at \$25/hr for up to 10 hours/week, billed monthly. This position must be based in Brooklyn, NY, with a mix of in-person and remote meetings, and the Administrator will be expected to attend in-person programming at Boundless Mind Temple as needed.

The BMT Administrator role is a wonderful opportunity for a BZC practitioner to build leadership and logistical skills while supporting the vibrant practice life of BZC's temple and administration.

#### **Calendar Support**

- Track and organize the calendar of BMT's dharma talks, Wednesday evening shares, Friday morning zazen, sesshins and retreats, and special offerings
- Track and organize the calendar of online zazen and affinity groups, as well as ensuring zoom links and log-ins are coordinated and up to date

#### **Communication and Meeting Support**

- Send and field emails on behalf of BMT Tanto
- Message schedule updates to the BZC community and BZC Communications and Graphics Coordinator
- Schedule meetings with ryo heads
- Field requests and questions from and between ryos

#### **In-Person Logistical Support**

- Coordinate meetings and interface with Father Mark Genszler at Christ Church, Cobble Hill around space needs
- Help to coordinate shared space needs, e.g. tracking BZC supplies, equipment, keys, dana boxes, etc.

**Skills and Requirements**

- Strong communications and organization skills
- Ability to track complex offerings across multiple platforms and locations
- Familiarity with online software including Instagram, Zoom.us, Google Suite; Salesforce or other CRM experience a plus
- Commitment to BZC's mission and vision
- Flexibility, maturity and the ability to work calmly under deadline in a small team
- Ability to work well with highly diverse constituencies

**How to apply**

Please send a resume and cover letter to Ryan Lee Wong, BZC Administrative Director [director@brooklynzen.org](mailto:director@brooklynzen.org). We'll contact potential candidates for an interview.