



Karmê Chöling
SHAMBHALA MEDITATION CENTER

Director of Operations

Job Description

Reporting to the Executive Director, the Director of Operations holds the big view while shepherding the operational activities of Karmê Chöling. Acting with compassion s/he ensures

staff are empowered, supported, and given clear directions to carry out the day-to-day work that keeps KCL running. Communication and management skills are essential.

Requirements include the ability to manage various business departments, organize their resources, and develop operational plans as needed. A basic understanding of commercial kitchens, facilities, and IT operations is helpful.

Aspiration and View

- To cultivate a generous, kind, and inspired operating environment within Karmê Chöling.
- To transmit and exemplify the vision of enlightened society, while holding basic goodness and honesty in one's heart.
- The Director of Operations commits to:
 - Regular and ongoing meditation practice
 - Appreciation of Sacred World
 - Devotion to service

Overview of Functions

Responsibilities

- Supervises Facilities, Kitchen, IT, and Special projects
- Supports collaboration, coordination, creativity and communication across departments
- Supports Shambhala culture of kindness in the workplace
- Supports and oversees fiscal planning and purchasing

Key Tasks and Responsibilities

- Supports long- and short-term department and organization-wide initiatives
- Establishes and strengthens systems, structures, and processes

- Meets regularly with the Executive Director regarding view, strategy, and implementation of day to day operations
- Regularly meets individually with departments, assisting them with departmental visioning, staff supervision topics, problem solving, feeling into their own wisdom
- Co-creates the vision of each department and how it interfaces with Karmê Chöling
- Oversee department head's project management efforts
- Organizes, sets priorities, manages, schedules, and trains department heads
- Stands in for Department Heads and supports individual departments during times of staff transition
- Mentors and trains staff where needed
- Supports/Conducts hiring efforts in partnership with HR and individual departments
- Assesses staffing needs together with Department Heads
- Works with department heads to strengthen and establish regular communication
- Coordinates and collaborates creativity with other departments
- Helps to identify and address communication needs and gaps

Community Responsibilities:

- Active, positive participation in Karmê Chöling community activities
- Maintains a personal regular meditation practice
- Regularly participates in community practice