



FPMT North American Regional Office Teacher Tour Coordinator Volunteer Position Description

Position title: Teacher Tour Coordinator (Remote Volunteer)

Reports to: NA Regional Coordinator

Time commitment: varies by season; average of 10 hours per week

Start date: As soon as possible

Application deadline: Open until filled

Position Summary:

The Teacher Tour Coordinator supports the North American Regional Office by overseeing the planning, coordination and care of visiting Dharma teachers across the region. This role focuses on logistics, communication and relationship-building to ensure teacher tours run smoothly and in alignment with FPMT protocols and values. The Teacher Tour Coordinator serves as a key liaison between visiting teachers, hosting centers and the Regional Office, helping create the conditions for harmonious, well-supported teaching activities throughout North America. This role is well-suited to someone who enjoys organizing, coordinating details and supporting others behind the scenes.

Responsibilities:

1. Plan and oversee all logistics for visiting teacher tours, including scheduling, travel bookings, visa regulations, cost-sharing accounting, materials support, promotion, post-tour evaluation, etc.
 2. Serve as the liaison between hosting centers and visiting teachers to ensure clear and consistent communication
 3. Train and mentor local center staff in teacher care protocols, event logistics, and promotion, as needed
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Time Commitment & Rhythm

- Workload and therefore time commitment will vary: 0 - 20 hours per week, depending on tour activity
- Flexible scheduling required to accommodate multiple time zones and evolving tour needs
- Coordinator should be available for occasional real-time communication during active tours (email / messaging)

This is a hands-on coordination role with real responsibility. While the schedule is flexible, reliability, follow-through and responsiveness are essential. We are committed to supporting sustainable volunteer engagement and will schedule regular check-ins to ensure the role remains manageable and clearly defined.

Qualifications:

- Strong familiarity with the FPMT mission and values; previous FPMT service is strongly preferred (ideally as an SPC).
 - Excellent organizational and planning skills, with strong attention to detail and follow-through. Proven ability to manage multiple moving parts simultaneously while remaining calm, organized and responsive.
 - Clear, compassionate written and verbal communication skills; ability to build and maintain respectful, trusting relationships
 - Demonstrated understanding of the logistics, protocols and care involved in coordinating visits for Dharma teachers, including High Lamas.
 - Experience coordinating complex logistics, schedules, travel, housing and on-site support for retreats, courses or visiting teachers.
 - Cultural awareness and sensitivity, especially when working with international teachers.
 - Comfortable working independently in a remote environment while coordinating closely with a small regional team.
 - Collaborative, service-oriented approach, with a strong commitment to harmony, ethical conduct and the values of Dharma service.
 - Residency in North America is not required.
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Application Process:

Please send the following to apply@fpmtna.org:

1. Cover Letter introducing yourself and sharing why you feel drawn to this position. You may wish to include:
 - What inspires you about supporting the North American FPMT community
 - Relevant experience, skills and qualities you bring to this work
 - How this role aligns with your Dharma path
2. Resume/CV or summary of relevant experience
3. Two references: please include at least one person who knows you via FPMT (supervisor, teacher, etc.)

Timeline:

- Applications will be reviewed on a rolling basis until the position is filled.
- Upon hiring, there will be a three-month probationary period.