



Opportunity to Offer Service: Teacher Tour Coordinator for the FPMT North American Regional Office

Position title: Teacher Tour Coordinator (Remote Volunteer)

Reports to: NA Regional Coordinator

Time commitment: Varies, up to 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:

The work of coordinating teacher tours involves a great deal of communication, scheduling, travel coordination, and detailed logistical planning. To support this work, the Teacher Tour Department is organized into two complementary roles:

- **The Teacher Tour Coordinator:**
 - Supports and coordinates directly with visiting teachers, in consultation with the Regional Coordinator
 - Supervises the work of the Teacher Tour Assistant and tour-related tasks with the Communications Coordinator

- o Communicates with centers about visa regulations and collects reimbursement for shared tour costs
 - o Trains and mentors centers in teacher care protocols, as needed
 - The **Teacher Tour Assistant** works directly with centers to create the tour schedule and make travel bookings. This position is currently occupied.
-

Time Commitment & Rhythm

- Workload and therefore time commitment will vary: 0 - 10 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

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:

- Very strong familiarity with the FPMT mission and values.
- Previous FPMT service is required, ideally as an SPC.
- Demonstrated understanding of the logistics, protocols and care involved in coordinating visits for Dharma teachers, including High Lamas.
- Collaborative, service-oriented approach, with a strong commitment to harmony, ethical conduct and the values of Dharma service.
- Clear, compassionate written and verbal communication skills; ability to build and maintain respectful, trusting relationships
- Cultural awareness and sensitivity, especially when working with international teachers.
- 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.
- Experience coordinating complex logistics, schedules, travel, housing and on-site support for retreats, courses or visiting teachers.

- Comfortable working independently in a remote environment while coordinating closely with a small regional team.
 - Residency in North America is not required.
-

Application Process:

If you're interested in joining a small and growing office committed to supporting the flourishing of the Dharma and FPMT in North America, we'd love to hear from you.

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.

Thank you for your interest! May all beings be happy!