



Position Description

Chenrezig Institute Facebook manager

Employer Chenrezig Inc.	Department Spiritual Program	Title Facebook manager
Employment Status Part-time voluntary position	Location Work from home	Hours 2-4 hrs/week (variable)
Manager Spiritual Program Coordinator (SPC)	Supervisor SPC	Position Approved Centre Director
Mandatory Qualifications/Skills <ul style="list-style-type: none"> ● Previous experience in managing a facebook account ● Sound IT skills ● Excellent written communication skills ● High attention to detail, accuracy and consistency ● Knowledge of Australian English style conventions ● Ability to work flexible hours including evenings and weekends as needed ● Familiarity with the Chenrezig Institute spiritual program and community. ● Motivated to offer service to benefit Chenrezig Institute, Lama Zopa Rinpoche and the FPMT. 	Preferred Qualifications/Skills <ul style="list-style-type: none"> ● Enthusiasm for Dharma practice ● Previous service in an FPMT centre and/or project. 	Desirable <ul style="list-style-type: none"> ● Experience/skills in Publicity ● Familiarity with using Google Workspace applications

Summary Description

The Facebook Manager works under the guidance of the SPC to manage the Chenrezig Institute facebook page in a way which accurately reflects the activities and values of the centre and FPMT/FPMTA, and effectively promotes the spiritual program and other activities/events of Chenrezig Institute to the broad community.



Responsibilities

1. Providing a diversity of regular Facebook posts as approved by the SPC including:
 - promotion of upcoming CI spiritual program courses and other events
 - photos and descriptions of recent events at the centre
 - urgent news items including changes/cancellations to schedule, COVID restrictions at the centre etc
 - links to articles/resources of interest from FPMT/FPMTA
 - links to programs/events from other FPMT centres (as requested by SPC)
 - posting to/monitoring the CI facebook page at least two to three days per week.
2. Ensuring the scope of posts remains reflective of and limited to the FPMT lineage
3. Regularly monitoring feedback to the facebook page
4. Timely response to questions posted on facebook, or referral of these to the SPC
5. Report as requested to the SPC on facebook activity and subscriber statistics

Policies & Procedures

- Working in accordance with all Chenrezig Institute HR Policies & Procedures
- Commit to the FPMT Ethical Policy and Protecting from Abuse Policy
- Agreement to abide by the Chenrezig Institute Facebook Policy

Remuneration

- This role is a voluntary one with no monetary payment received.
- Discounted course attendance can be available upon request to the SPC.

Contract: A one year contract with review after three months

Starting date: Flexible start date, ideally in August 2022

To express interest:

Please contact Rosie Muller, Spiritual Program Coordinator:

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