



# *Clouds in Water Zen Center*

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## **Volunteer Internship Position Announcement: *Kansu*/Assistant Executive Director**

posted 6/15/2010

### **Job Summary**

The *kansu* works closely with Sosan, the Executive Director, sharing responsibilities for leadership, financial management, fundraising (i.e. begging practice – a time-honored practice of zen monks), information systems management (i.e. help with the database and website), programming and general administrative functions. Although the work will be challenging and the responsibilities numerous, the work environment fosters mindfulness, ease, joy and work-life balance. The job responsibilities will be negotiated from the description below, based on the individual's skills, interests and availability of time. The *kansu* and the Executive Director will work together with the rest of the staff team (Guiding Teacher, Program and Communication Director, Children's and Youth Practice Director and Finance Director) to ensure that the overall affairs of the temple are well managed.

### **Duties and Responsibilities**

#### **Management and Leadership Responsibilities**

1. Recruit and supervise administrative volunteers as needed.
2. Attend board meetings as needed (occasionally).
3. Serve on board committees and other leadership committees, as needed. (Examples of committees: membership team, fundraising, council stewardship)

#### **Financial Management Responsibilities**

1. Assist the Executive Director (ED) in managing finances in accord with the budget approved by the Board.
2. Assist the ED in the implementation of fundraising activities including membership, appeals and donor relationships.

#### **Information and Communications Responsibilities**

1. Assist in coordination of information systems. Work to improve use of online database.
2. Assist the Programming and Communications Director with marketing, communications and publicity.
3. Publish monthly Sunday bulletin and eBulletin.
4. Oversee archival of books, photos, board files, and other temple files.

#### **Programming Responsibilities**

1. Assist Children's and Youth Practice Director and Program and Communication Director in review of selected programs (through tabulation of evaluation forms, feedback from teachers, review of registration numbers and attendance and direct communication with participants).
2. Assist in recruitment of Children's Practice volunteer teachers.

### **Administrative Responsibilities**

1. Research ways to achieve cost savings in areas such as insurance, phone and printing.
2. Answer phones (as time permits), respond to voicemail messages, respond to e-mail messages, and be available for walk-in inquiries.
3. Attend bi-monthly staff meeting, and other meetings with staff or volunteers as needed.
4. Provide administrative support to other staff and volunteers as needed, such as printing member lists or mailing labels, making copies, etc.

### **Accountability**

- The position reports to the ED.
- A weekly record of hours worked shall be kept by the *kansu*

### **Time Commitment**

- A minimum 6 month commitment is requested. A 9 - 12 month commitment is preferred.
- 6 - 10 hours per week. (Note: if the *kansu* wants/needs more hours for internship credit, it may be possible to arrange this.)
- Must be available to work during the weekday for most of the time worked (some hours may be worked evenings/weekends).

### **Benefits**

- Free attendance at classes and retreats. (During classes and sesshins the *kansu* may be asked to assist the teacher and/or help with registration, copies, room set-up, etc.)
- Weekly practice meeting with Sosan (optional).
- Opportunity to work closely with Guiding Teacher, ED/Temple Priest and other staff and senior students and priests.
- Time off, as needed, in order for the *kansu* to participate in sesshins and retreats, as well as have personal time off.
- *Kansu* may use this experience as an internship towards a management degree.

### **Job Requirements**

- An interest in Zen practice.
- Skills in the areas of leadership, communication and management and/or willingness to develop these skills.
- Familiarity with website and database technology is helpful.

### **Application Deadline**

August 2, 2010. Please submit application and/or resume to Sosan Theresa Flynn by mail to Clouds in Water Zen Center, 308 Prince St., Suite 120, St. Paul, MN 55101; or e-mail to [sosan@cloudsinwater.org](mailto:sosan@cloudsinwater.org).