



## Job Description:

### Living Grace Global Sangha & Events Coordinator

**Job Title:** Sangha & Events Coordinator

#### **Job Summary/Purpose:**

The Living Grace Global Sangha is an online community of 110 advanced students dedicated to deepening spiritually with the teachings and guidance offered by Miranda Macpherson. The Sangha has multiple tiers, requiring nuanced coordination and management from someone who Miranda can trust to offer impeccable service to her most dedicated students.

Further to the Sangha, Miranda offers several 5-8 day retreats each year to the general public. Two of these happen via Zoom, and the others in California, east coast USA, Mexico, the Netherlands and India.

Miranda also offers occasional daylong programs in the Bay Area and online, and various courses through teaching platforms such as The Shift Network, The Sophia Institute and others.

The Sangha & Events Coordinator is responsible for ensuring smooth operations and continued blossoming of all events and this rich community. This detail-oriented, multi-skilled, mature and grounded professional will ensure that each retreat, course and event is organized effectively, so that Miranda and the team are well supported to deliver at their best, and that all of our Sangha members and participants feel well cared for in the process.



## **Duties & Responsibilities:**

### **ZOOM HOSTING**

- Provide and/or organize professional Zoom hosting for all Sangha meetings plus Home Retreats and additional Zoom events
- Do tech checks with Miranda at least 30 mins before broadcasting
- Introduce and make announcements at start and end of each meeting
- Share slides during Miranda's teachings, following her prompts.
- Set up breakout rooms for inquiry practice
- Respond to participants' chat questions

### **SANGHA SUPPORT**

- Ensure that info on Sangha members' Learndash 'course' (within website) is clear and updated at least every 3 months
- Welcome and orient new members
- Liaise with Miranda to provide new members with mentor and practice pod
- Introduce new members to mentor and practice pod via email
- Provide mentors with list of all mentor groups
- Liaise with mentors regarding issues with their mentees
- Process leavers
- Manage FB group and post a Deepening Recommendation each week
- Provide edit notes to VA for editing audio and video recordings of meetings and daylongs
- Zoom host all Sangha monthly meetings, bi-monthly mentor meetings and twice yearly daylongs



### **IN PERSON RETREATS/EVENTS**

- Find, negotiate contracts, book and liaise with venues and let Miranda know when deposits are due
- Manage on-the-ground team and provide them with all the info/assets they need.
- Ensure on the ground team has stock of Miranda's books and products for sale, with effective means for taking payment.
- Ensure Miranda has everything she needs to deliver a successful event.
- Liaise with VA & marketing coordinator regarding email and social media.
- Send orientation and follow-up emails to participants for each event.

### **OTHER:**

- Bi-monthly Zoom meeting with Miranda.
- Once monthly Zoom meeting with Miranda, VA and Marketing Coordinator.
- Regular communication with the whole team via Clickup, to support efficient and harmonious collaboration.



### **Required Experience & Qualities:**

- Organized, self-disciplined, responsive, calm, mature, grounded.
- Personable and caring, empathic and yet capable of holding boundaries.
- Detail-focused.
- Able to manage multiple projects without overwhelm.
- Proficient with IT.
- Experienced and calm Zoom host.
- Experience with event management (in-person and virtual).
- Competence with Excel, Google docs, and possibly Clickup.
- Able to be flexible with Miranda's teaching schedule/ availability.
- Motivated to serve from the heart (not just for a paycheck).
- Passionate about spiritual work and its value in our world today.

### **Preferred Experience & Qualities:**

- Mac user.
- Experience of supporting an online community.
- Familiarity with Learndash and FB groups.
- Experience of remote working in a small team.
- Lives somewhere in Pacific or Mountain time.
- Excited to help foster community & work towards ensuring sangha and all Miranda's events are successful.
- Experience, maturity and temperament is more important to us than academic qualifications.



### **Working Conditions:**

- Work from own home
- Must have stable internet, preferably with ethernet connection
- Must have 2 screens for ease in bringing up slides during Zoom events.

### **Hours:**

- Variable: some weeks it is just a handful, others more.
- Sangha broadcasts via Zoom one Friday morning a month from 9am-12:30pm Pacific time. There are also 2 Sangha Daylongs each year.
- Retreats & Events: 2 x 5 day Zoom retreats annually (so more hours when those are occurring). 3-4 in person retreats in various locations which you will manage remotely (unless they are local to you). Some daylong (which coordinator manages, not necessarily attends or hosts (unless they wish to do so)).

### **Salary and Benefits:**

- Compensation: \$1200 per month.
- Additional 15% of profit from Zoom retreats.
- Access to all of Miranda's extensive audio & video teaching library plus online programs.
- Opportunity to serve and be at the heart of *a truly amazing spiritual community!*



### **Career Growth Opportunities**

Annual bonus based on performance and profits, especially if we exceed designated registration targets on Zoom retreats.

### **Reporting Relationships:**

- Miranda Macpherson –bi-monthly Zoom meeting.
- MM + whole team Zoom meeting –monthly.
- Regular communication with Marketing Coordinator and VA via clickup.com to support team efficiency and harmony.

### **Our Mission, Vision, and Values:**

Miranda is dedicated to supporting as many people as possible to abide in their True Nature and become deeper, clearer, kinder and wiser, more graceful human beings in our world. Her teachings, books, courses and events offer people inspiration and powerful resources to relax out of ego, connect to the Source of real love and peace, and to embody spiritual values in practical actions that serve the wellbeing of individuals and the evolution of our human family in this enormous time.

It is crucial that every person on our team is excited about this mission and wishes to reflect this culture in all interactions and communications, including how we navigate inevitable stumblings with one another.



**How and by when to apply:**

Please send your resumé including your home address and a photograph (simple selfie is fine) and at least two references to [info@mirandamacpherson.com](mailto:info@mirandamacpherson.com).

**Applications close July 18<sup>th</sup>** (references can come later).

Please title the email “Job Application: Marketing Coordinator”.

Please share something from your heart that expresses (in a short paragraph):

- Why you would like to be part of our team and why you think this work matters.
- One creative suggestion to get Miranda’s transmission further out into the world, that does not already exist on our website or social.