JOB ANNOUNCEMENT
Communications Coordinator/Manager

“Teaching is not done by talking alone. It is done by how you live your life. My life is my teaching. My life is my message.” — Thich Nhat Hanh, At Home in the World

Do you want to work in an organization that transforms lives and makes a difference in the world? Do you want to use your practice of mindfulness to create a more compassionate, peaceful, and mindful society? This is a call to serve, a chance to bring meaning into the world.

ORGANIZATIONAL BACKGROUND AND CULTURE

The Thich Nhat Hanh Foundation is the fundraising arm of the Plum Village Community of Engaged Buddhism (PVCEB), Zen Master Thich Nhat Hanh’s nonprofit organization in the United States. The Foundation was established in 2011 to raise funds for the continuation of Thich Nhat Hanh’s teachings and practices. In addition, we are a communications hub, involved in communications and outreach for the International Plum Village Community, a worldwide network of 11 mindfulness practice centers and various mindfulness initiatives in Thich Nhat Hanh’s Plum Village tradition.

We are fortunate to be guided by monks and nuns on our volunteer working board, along with long-time, lay mindfulness practitioners and students of Thich Nhat Hanh, making for a supportive, collaborative, and mindful culture. We see siblinghood as our most important asset and love and healing as our most valued profit. For more information, please visit tnhf.org.

POSITION SUMMARY

The Communications Coordinator/Manager serves as a compelling writer and visual storyteller for the Foundation and International Plum Village Community. You’ll capture and communicate the stories of our mindfulness practice centers and initiatives with inspiring, consistent, and mindful messaging. You’ll combine storytelling and data to inspire and engage our audiences.

As a member of a global fundraising and communications team, the Communications Coordinator/Manager will assist the Communications Director in implementing a global editorial calendar and annual communications plan. You’ll also perform various duties for our small grants program. This position reports to the Communications Director of the
Foundation.

The ideal candidate is knowledgeable, experienced, self-motivated, able to meet regular deadlines, and committed to Thich Nhat Hanh’s Plum Village tradition, Buddhism, or mindfulness. As the Communications Coordinator/Manager, they will need to be able to communicate with audiences in a way that is authentic and consistent with Thich Nhat Hanh’s teachings and trainings. Grounded in a diligent mindfulness practice, they will have a passion for continuing the legacy of Thich Nhat Hanh and the International Plum Village Community from a place of openness and compassion.

RESPONSIBILITIES

Communications

- Develop and curate written, graphic, and video content across various digital and print communication channels to inspire audiences, deliver information, and enhance engagement.
- Manage the day-to-day administration of the Foundation’s social media accounts, including answering questions and moderating social discussions, while crafting mindful and compassionate responses
- Curate, write, and schedule The Raft, the bi-weekly newsletter for the International Plum Village Community
- Help respond to general inquiries about the Thich Nhat Hanh Foundation and the International Plum Village Community
- Assist in managing and implementing an editorial calendar in cooperation with the global Plum Village communications team.
- Assist in implementing the annual communications plan with the Communications Director and alongside the global Plum Village communications team.
- Collect data and stories about the impact of donations to the Thich Nhat Hanh Foundation, and produce nourishing communications for donors about the impact of their gifts, including the Thich Nhat Hanh Foundation’s annual highlights (a 20-page report for donors and for the global community)
- Gather data to inform communications strategies, through surveys, interviews, and website, newsletter, and social media metrics. Provide regular reporting and actionable insights.
- Help maintain and categorize a library of communications collateral including photos, videos, infographics, etc.
- Prepare, publicize, and operate technology for webinars and online events conducted in partnership with the Foundation
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- Help manage press and permission requests for the International Plum Village Community
- Perform other duties as required in relation to the International Plum Village Community’s communications

Small Grants Program
- Oversee the grants program including reviewing, coordinating, and tracking grant applications and reporting to the Foundation
- Monthly status reporting and accounting of applications to the grants committee
- Build relationships and communicate with grantees to ensure compliance with grant terms

SKILLS AND QUALIFICATIONS

- Either a member of Thich Nhat Hanh’s Order of Interbeing, a recipient of the Five Mindfulness Trainings, or otherwise deeply inspired by and, ideally, regularly practicing in the Plum Village tradition
- Strong desire to create and write mindful, inspiring, and positive communications
- Experience planning and implementing long-term projects and editorial calendars
- Strong written and verbal communication skills, including proofreading, copywriting, and copyediting
- Experience managing and writing, editing, or crafting content across various communication channels, including newsletters, annual reports, websites, and social media
- Demonstrated capabilities in project management and ability to successfully meet multiple deadlines on a regular basis
- Mindful attention to detail
- Comfortable and proficient in analyzing data
- Bilingual (English/Vietnamese or English/French) is helpful
- Understanding and experience working with the international Plum Village lay and monastic community
- Ability to work well independently as well as to function effectively as a member of a diverse, geographically distributed international team
- Proven experience with email marketing systems, content management systems, and the ability to learn new programs quickly
- Flexibility in working with a shared leadership structure and in cross-functional teams
Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement
● A desire to bring more mindfulness, kindness, and peace into the world

LOCATION AND WORKING CONDITIONS

● This position is remote
● Must be a U.S. resident
● We prefer, but don’t require, residence near one of the three U.S. monasteries (Escondido, California; Pine Bush, New York; or Batesville, Mississippi)
● Flexibility in availability to work with communication colleagues in the European and Asian time zones
● Able to occasionally work evenings or weekends at mindfulness retreats

COMPENSATION AND BENEFITS

Thich Nhat Hanh Foundation offers a full range of benefits, including full health and dental insurance, paid vacation, health leave, and paid holidays. The Communications Coordinator/Manager is a full-time, exempt position. The salary is commensurate with skills and experience.

We are an equal opportunity employer and actively work to ensure fair and equal treatment of our employees and constituents regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, or sexual orientation.

APPLICATION PROCESS

Confidence can sometimes hold us back from applying for a job even though there’s no such thing as a “perfect” candidate. The Thich Nhat Hanh Foundation is looking for exceptional and caring people who want to practice right livelihood, make a positive difference through their work, and help create an organization where everyone can thrive. So we encourage you to practice Thich Nhat Hanh’s teaching of “be beautiful, be yourself” and apply if this role would make you excited to come to work every day.

Please send the following materials electronically to work@tnhf.org by June 30, 2022.

● Cover letter explaining your interest in this position, our organization, and how your experiences and skills, both spiritually and professionally, match this position
● Resume
- 3-5 recent samples demonstrating your capabilities in the skill areas described in the position description, which may include:
  ○ Links to or screen captures of social media accounts and/or campaigns you developed, designed, wrote for, managed, or otherwise supported.
  ○ News or feature articles, ideally published with your name/byline.
  ○ Newsletters, websites/web pages, or other electronic communications designed, illustrated and/or written by you.
  ○ Any other materials that reflect your abilities as a communications professional
- Contact and relationship information for two professional references and one personal reference