About the TNH Foundation

Organizational Background
The Thich Nhat Hanh Foundation works to continue the mindful teachings and practice of Zen Master Thich Nhat Hanh (or Thay, which means “teacher”), support our mindfulness practice centers around the world, and engage in community building in order to foster peace and transform suffering in all people, animals, plants, and our planet.

With approval and support of Thay and Sister Chan Khong, the Foundation was established in 2011 as the global fundraising arm and a communications hub of the International Plum Village Community. Our international headquarters is at Deer Park Monastery (Escondido, California), and we have an office at Plum Village Monastery in France. The Foundation is a US 501c3 nonprofit organization. For more information, please visit www.tnhf.org.

Culture
The Foundation family is a diverse team, deeply engaged in the practice of mindfulness and compassion in our own lives, knowing this action will help improve the lives of others and our society. “Peace in oneself, peace in the world,” is a teaching from Thich Nhat Hanh we try to diligently practice. We are fortunate to be guided by our monastics, as well as long-time mindfulness practitioners on our working board, making for a supportive, collaborative, and mindful culture.

Position Description

Position Summary
The Foundation and Plum Village France monastics are looking for a temporary, part-time project coordinator for the project’s duration. A small stipend will be available.

Over the next 12-18 months, a monastic team at Plum Village France will develop Zen and the Art of Saving the Planet into an online course. While the monastics will create the curriculum content, they need administrative support throughout the process.

The project coordinator will manage the project from start to finish, including mindfully and respectfully supporting the monastics in their work.
Funding for this endeavor comes from a grant from a private foundation secured by the Foundation. As this is the first time the community has implemented a grant-funded project with lay administrative support, the project coordinator will need to exercise equanimity and flexibility and be able to flow with potential changes to the project and their role.

**Responsibilities**

- Ensure the project is completed in a timely fashion and on budget, including developing a plan and timeline, monitoring progress, and ensuring timely completion of action items
- Control project budget; provide regular reports to monastic team and the Foundation
- Keep key stakeholders informed of the project’s progress
- Work with the Foundation to provide reports to funders
- Assist the monastics in meeting management: scheduling, minutes, followup
- Coordinate the involvement of others as needs be (e.g. curriculum specialist, technical team, filmmaker, partnering lay Sanghas, other PV initiatives, etc.)
- Assist with organizing stakeholder engagement, as needed
- Conduct research to support the project’s development, such as of other organizations offering similar online courses and opportunities for post-course engagement

**Desired Skills and Qualifications**

- An active practitioner in the Plum Village tradition, including being either a member of the Order of Interbeing, or a recipient of the Five Mindfulness Trainings
- Understanding and experience working with the Plum Village monastic and lay practice community
- Strong organizational skills, experience in project management preferred
- Experience in online courses preferred
- Ability to work in diverse teams, discerning when to provide leadership and when to provide service and support
- Proficient with Microsoft Office, Google Suite, and comfortable learning new applications
- Mindful attention to detail
- Good written and verbal communication skills
- Ability to work independently and flexible hours
- Must demonstrate the ability to be culturally competent in all respects

**Reports To**

Although the project coordinator formally reports to the Foundation as the grantee, the position serves the monastic team in Plum Village France.

**Position Details**
Location & Work Hours
The project coordinator can work remotely but must be available for Zoom calls during working hours with the monastics in France and be responsive to emails.

Position Duration
Terms: Part-time, temporary
Start date: Immediately
End Date: Until project completion/December 2023

Compensation
A small stipend will be available, and any travel will be reimbursed.

Working Conditions
This position works remotely. A trip to Plum Village France may be requested.

Application
Please send a letter of interest and resume/CV to at work@tnhf.org.