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**LAND DEPARTMENT – MANAGER (Full-Time)**

Our Land Team has oversight of our entire land and of retreat facilities including buildings, roads, utilities and vehicles. The Land Department Manager (LM) manages full-time, part-time, and volunteer staff within the department. The LM is responsible for overall department organization as well as the prioritization of both long term projects and short term maintenance needs. The LM reports to the Center Manager and is a member of the leadership team which coordinates together to create successful retreat experiences for our guests.

We are looking for a kindhearted, mature and spiritually orientated person who values harmony and can, therefore, live and work in a contemplative environment with a community of practitioners made up of retreaters and staff members. This individual must be service minded and understand how their role serves the needs of the Vajrapani Institute community.

As we are a retreat center with most of the staff members living on the land, the Land Manager is required to live on the property.

Following a 2 yearlong closure due to the Covid-19 pandemic, we will be reopening in a limited capacity around Spring 2022. Ideally, this position would start immediately as it is an integral part of reopening.

**Responsibilities**

* Manage full-time, part-time, and volunteer staff within the department
* Inspect entire land and facilities including buildings, roads, utilities, and vehicles, to ensure safety and document maintenance needs
* Prioritizing long-term requests and projects and shorter-term maintenance needs
* Monitor all utilities, including electric, water, and propane usage
* Manage trash and recycling
* Diagnose electrical, plumbing, and general maintenance problems as they arise
* Oversee overall tidiness, cleanliness, and appearance of the land
* Organize and maintain all tools and equipment used by land team
* Oversee utilities including propane, electrical system, water system, septic systems, composting, and wood for heating
* Create and manage schedules for projects and land team assignments
* Coordinate and communicate projects with departmental staff, independent contractors, and the center management
* Coordinate with other departments for support on group retreat arrival days
* Work with the Center Manager for recruiting, hiring, and on boarding
* Work with the Center Manager to maintain updated emergency procedures
* Facilitate weekly Land Team meetings and provide daily direction to team
* Participate in rotating dinner service as needed
* Attend weekly staff meetings

**Qualifications**

* A spiritual practice/orientation
* Staff management experience
* Excellent communication and organizational skills
* Enjoys working in a team environment
* Strong project management skills
* Able to handle an emergency or urgent situation when it arises
* Knowledge of basic land stewardship
* Knowledge of basic electrical work
* Knowledge of basic plumbing work
* Knowledge of basic carpentry work
* Mechanical skills - able to diagnose simple vehicle maintenance issues
* Knows how to work with propane, especially in checking for leaks, troubleshooting refrigeration issues
* Unimproved road maintenance experience
* Experienced in general maintenance and comfortable with power tools, etc.
* Basic landscaping and forestry management knowledge is a strong plus
* Understanding off-grid power systems a plus
* Familiarity with Buddhism
* Approved to work in the U.S.

**Benefits**

* Full-time, 35 hour per week position with hourly compensation
* Daily staff meditation sittings
* Opportunity to do a supported one-month personal retreat during our annual winter staff retreat
* Free lunch on workdays
* Health care stipend
* Dental coverage after first 3 months
* Housing perks for living on the land

Confidence can sometimes hold us back from applying for a job. We at Vajrapani Institute know there is no such thing as a “perfect” candidate. Here we look for exceptional people who want to make a positive impact through their work and help create a place where they, and others, can have spiritual growth. So whatever background you bring with you, please apply if this role would make you excited to come to work every day!

**About Vajrapani Institute**

Vajrapani Institute is located on a secluded 70 acres of land within the redwood forests of the Santa Cruz Mountains. Our purpose is to inspire deep spiritual growth by providing supportive conditions to both guests and staff members from all religious background. For over 40 years, we have been hosting retreats in the Tibetan Buddhist tradition of our founders Lama Yeshe and Kyabje Lama Zopa Rinpoche. VPI is an affiliate of the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international, non-profit organization with over 140 centers, devoted to the transmission of the Mahayana Buddhist tradition and values worldwide through teaching, meditation, and community service.