



GARRISON INSTITUTE

Program Coordinator, The CBR Project

December 2021

JOB DESCRIPTION

The Garrison Institute:

The Garrison Institute was established in 2003 as a not-for-profit, non-sectarian organization exploring the intersection of contemplation and engaged action in the world. Since its founding, the Institute has made the case for the relevance of contemplative-based approaches to social and environmental change, and demonstrated that they can be applied in practical, evidence-based ways while meeting scientific rigor and providing measurable, pragmatic results.

The CBR Project:

The Contemplative-Based Resilience (CBR) Project was created in response to the need to address the chronic and acute stress that front line professionals experience. The CBR Project supports and offers trainings for social workers, legal professionals, hotline staff, survivors of domestic violence and many others facing crises and discrimination. The CBR Program focuses on the ABCs of resilience with trainings that provide skills and tools to maintain mental health and well-being. Grounded in cutting-edge, evidence-based research the program was designed by experts in trauma care, humanitarian aid work, psychology, meditation, mindful body work, and educational pedagogy.

Summary of Position

The Program Coordinator supports the CBR Program and the Director in the development of trainings for front line professionals, assisting with establishing and strengthening partnerships and relationships with various agencies and organizations with the goal of creating enhanced resilience and mitigation of worker stress. The Program Coordinator provides an array of administrative, coordination, and development support to the CBR Program. This position will report directly to the CBR Program Director and work closely with a Program Manager.

Essential Functions

- Coordinates logistics for in-person and virtual trainings.
- Prepares and updates training materials and curriculum.
- Supports Director in identifying, researching and cultivating relationships with strategic partners, donors and other related organizations.
- Maintains database for CBR Project related contacts, assigns appropriate codes, and conducts mail merges, contact lists, and various reports.
- Serves as a recorder at meetings and trainings producing minutes or notes for report writing purposes.
- Supports Director with administrative assistance for scheduling meetings and calls and in preparing materials for meetings with key contacts and partners.

- Provides a support role to assist the Development Department with related CBR Project grant proposals, preparing briefing packets, helping with donor activities and/or fundraising events.
- Assists with maintaining various online communities such as blogs and social media.
- Processes expense reimbursements and invoices for the Director while ensuring compliance with GI financial guidelines.
- Responds to general program inquiries and shares informational materials.
- Helps prepare Excel budgets for trainings and other programmatic work
- Compiles data from training evaluations to create summaries
- Additional programmatic tasks and responsibilities may be assigned by the CBR Director

Job Requirements and Qualifications

- Interest in self-care and preventing or mitigating effects of trauma and vicarious trauma
- Undergraduate or graduate degree in related field (such as social work, international affairs, public health, psychology, etc.)
- Proven organizational skills with strong attention to details and the ability to follow up
- Some experience organizing events, meetings and/or trainings and particularly those with multi-organizational attendance
- Excellent written and verbal communication skills
- Ability to review/synthesize academic articles
- Proficiency with computers including using MS-Office, CRM/databases, PowerPoint presentations and internet savvy
- General bookkeeping, program and event budgeting skills
- Ability to manage multiple tasks and projects concurrently while working collaboratively as part of a team
- Possesses flexibility and adaptability to changing priorities
- Experience working in a non-profit or human services organization

The following candidate attributes are a plus:

- Familiarity with contemplative approaches and practices
- Appreciative of spirituality as a universal value
- Knowledge of multiple languages

Other Requirements:

- Occasional weekends and non-traditional work hours are required to support trainings and events. Some domestic travel may be necessary.

To apply:

Please send a resume and cover letter with a writing sample to: HR Director, via email Recruitment@garrisoninstitute.org

The Garrison Institute is an equal-opportunity employer. Individuals from diverse backgrounds are encouraged to apply. All applications will be handled confidentially and will not be shared with third parties without the candidate's permission.