



## **Director of Community Care and Conduct**

The Director of Community Care and Conduct is responsible for the development, implementation, management, and support of policies and procedures related to ethical conduct, grievances, and supportive training programs for teachers and office holders. The director reports directly to the board of Shambhala.

### **GENERAL RESPONSIBILITIES:**

**Policy and Procedures:** Works to establish and manage policies that describe Shambhala's commitment and expectations of ethical conduct by its office holders, educators, and members. Works to establish, lead implementation and provide oversight and management of procedures for processing grievances, allegations of harm and complaints and related reporting procedures. Works to establish and manage international and regional systems of care and advocacy to ensure there are mechanisms to support those making claims throughout the grievance process.

Coordinates input and review of policies and procedures from Shambhala constituencies. Works to ensure fair, reliable, and sensitive administration of the grievance processes. Works closely with the Shambhala Care and Conduct panel, and others charged with the responsibility to support a safe Shambhala community. Coordinates with Shambhala IT to administer conduct issues in the Shambhala Database. Works closely with the pillars of Shambhala in all care and conduct matters to ensure compliance. So long as it is active, the Director of Community Care and Conduct Officer will also engage and interact with the Shambhala Process Team.

**Training:** Responsible for overseeing the implementation, management, and monitoring of training programs to support community care, ethical conduct, and mandated reporting. Works closely with other Shambhala leaders on compliance to training requirements. Coordinates with leaders from Shambhala Online to develop training programs and with Shambhala Online and IT to administer Shambhala office holder training requirements.

Works to create and administer appropriate training programs for office holders and members related to sexual harassment and assault, bystander training, reporting, right use of power, and other critical training for the Shambhala community.

**Communication:** Works closely with Communication Director to make regular and informative communication to the Shambhala community of progress on issues of community care, diversity, and inclusion. Point person for communication related to external inquiries related to allegations and complaints of harm.

**DESIRED QUALIFICATIONS:**

The ideal candidate will:

- Have minimum of 5-10 years experience in human resources, care and conduct policy implementation, social service administration, or a related field
- Possess an advanced degree in a relevant field such as human resource management, social work, public policy administration, title ix coordination, or compliance training
- Have an understanding of trauma-informed care
- Demonstrate a commitment to equity, diversity, and inclusion
- Have experience designing and implementing training in ethical reporting
- Demonstrated commitment and interest in contemplative practice

**SALARY:**

Salary Commensurate with experience and other qualifications. Quality benefits package includes health and PTO

**CONTACT:**

Please send a cover letter and resume to [board@shambhala.org](mailto:board@shambhala.org)