



## **JOB OPENING: ASSISTANT FACILITIES MANAGER**

IMS is seeking a self-starter with a maintenance and managerial background to join its Facilities Department. This position will assist with the overall management of IMS's facilities while also providing day to day service as a Facilities Worker. The Facilities Department is responsible for ensuring a safe, efficient physical plant, pleasant grounds, and a clean, neat and aesthetically pleasing environment at both our meditation centers – the Retreat Center and the Forest Refuge. These facilities are set among 400 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

### **Responsibilities**

- Preventative maintenance and general care of IMS facilities; work on upgrades and improvements to IMS buildings and grounds; moving and assembly of equipment and furniture.
- Cleaning duties, including vacuuming, bathroom cleaning, making beds, window washing, laundry, tracking inventory, organizing, restocking supplies and similar housekeeping tasks.
- Training and support of retreatants and volunteers performing housekeeping and maintenance tasks.
- Snow removal work including shoveling and operating a snow blower.
- Regularly on call to respond to facilities-related emergencies and fire alarms.
- Leads and supports Facilities staff when Facilities Manager is away or unavailable.
- Tracks and orders supplies; performs accounting tasks; processes invoices from orders and contractor work.
- Assists in the development and monitoring of the Facilities budget.
- Meets IMS's expectations for service excellence.
- Supports and protects silent retreat environment; upholds ethical principles.

### **Qualifications/Experience**

- 1 year or more experience with heating, cooling, plumbing, sewage, refrigeration, fire suppression/alarm and electric systems; experience with building maintenance and housekeeping, preferably for large facilities.
- 1 year leadership or management experience in a professional setting.
- Knowledge of health and safety regulations.
- Experience working within a budget; strong organizational abilities along with adaptability and flexibility.
- Good communication and conflict resolution skills; positive attitude and ability to work as part of a team.
- Good verbal and written communication skills using the English language.
- A strong customer service background and orientation.
- Computer literacy with working knowledge of Microsoft Word and Excel.
- Valid driver's license with a clean driving record.
- An established meditation practice or sincere interest in meditation and practicing mindfulness in daily life.

### **Conditions**

- Required to work weekend days.
- Occasionally required to work irregular hours in case of facilities emergencies or busy periods.
- Infrequently required to work overtime in case of facilities emergencies.

### **Physical Demands**

- Requires heavy physical work. Includes snow removal as well as lifting, pushing, or pulling of objects weighing 50 pounds or more. Manual dexterity necessary to use tools and equipment.

## **Position now open**

This is a full-time 40 hours/week position, paid hourly, offering health benefits, meal plan options and generous paid time off, as well as participation in the Staff Sangha Program.

Qualified applicants please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to: [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org). Please include a cover letter and resume. IMS is an Equal Opportunity Employer

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*