



## **JOB OPENING: HR & EXECUTIVE ASSISTANT**

IMS is seeking an experienced and motivated administrative professional to support the activities of our HR Department and Executive Director. The successful candidate will show initiative, demonstrate excellent interpersonal skills and attention to detail, as well as display a strong customer service orientation.

Our two meditation centers, the Retreat Center and the Forest Refuge, are set on some 240 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of meditation resources and support, within a friendly and caring environment.

### **Principal Responsibilities**

- Provides customer service to the public and to applicants, staff and volunteers.
- Coordinates local volunteer program; supports administration of staff benefits and programs.
- Assists with recruitment, intake and orientation of staff and volunteers; helps to maintain employee and volunteer data and compile reports as directed.
- Supports event planning and helps with formal acknowledgements.
- Works with Executive Director to support Board and committees, including development of materials, taking formal meeting minutes, and tracking decisions.
- Supports implementation of IMS's Diversity Action Plan, including managing internal resources.
- Compiles and analyzes retreat and teacher feedback.
- Assists the HR Manager and Executive Director as needed.
- Meets IMS's expectations for service excellence.
- Supports and protects silent retreat environment; upholds ethical principles.

### **Qualifications/Experience**

- Two or more years of experience working in an office setting, using general clerical skills.
- Strong writing and editing experience.
- Computer literacy including working knowledge of Microsoft Word, Excel, Adobe Acrobat X1 Pro. Knowledge of Google Apps, web editing, and survey programs preferred. Must be able to do basic accounting and mathematical computations with a high degree of accuracy, and have excellent attention to detail.
- Excellent typing skills and ability to take formal meeting minutes
- Demonstrated customer service orientation and experience.
- Proven ability to handle confidential information with discretion.
- Ability to communicate effectively both orally and in writing.
- Excellent interpersonal skills and ability to maintain good working relationships with the public, with employees, volunteers and supervisors.
- Ability to conduct duties in a professional appearance and manner.
- Strong organizational capacity in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines; solid work ethic, with the ability to self-direct.
- Must be flexible and able to handle interruptions and adjustments to priorities.
- Retreat experience in the Theravada Buddhist tradition with excellent knowledge of organization's mission and commitment to upholding IMS's values and ethics.
- Prior knowledge of principles and practices of Human Resources preferred.

**Position ideally to start early June 2015**

**Application Deadline: April 26, 2015**

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

Qualified applicants, please send Staff Application (available on website) to: HR Manager at [hr@dharma.org](mailto:hr@dharma.org).

*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.*

IMS is an Equal Opportunity Employer