



## **JOB OPENING: RETREAT CENTER FRONT OFFICE WORKER**

IMS is seeking an experienced office professional to join our dynamic Retreat Center Front Office team. The office is a hub of communication, handling inquiries and providing information and assistance to the public, retreatants and various internal parties. Team members also serve intermittently as retreat managers, by supporting teachers and retreatants and coordinating retreat logistics.

Our facilities are set among 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 a wide range of people, including the general public, retreatants, teachers, and various other internal parties
- Performs regular clerical duties
- Serves intermittently on a rotating basis as retreat manager, coordinating various aspects of retreat logistics, serving as liaison between meditation teachers, retreat support staff and operational departments throughout an assigned retreat; publicly presenting information to retreatants
- Meets IMS's expectations for service excellence
- Supports and protects silent retreat environment; upholds ethical principles

### **Qualifications/Experience**

- Two or more years professional work experience in an office setting
- Strong customer service background
- Significant retreat experience in the Theravada Buddhist tradition
- Understanding of and sensitivity to the intensive meditation retreat environment
- Proficiency in Microsoft Word; experience with Google Apps and database applications preferred
- Ability to communicate effectively in the English language orally and in writing
- Excellent organizational skills with strong attention to detail
- Ability to work as part of a team and to maintain good working relationships with the public, retreatants, teachers, employees, departmental staff and all other internal parties
- A solid work ethic with a capacity to self-direct
- Ability to plan, prioritize and manage multiple tasks with flexibility

### **Conditions**

- Position is considered full time, working a minimum of 30 hours per week
- Scheduling is irregular as related to the Retreat Center program schedule; required to work weekend days and other irregular hours on occasion
- Infrequently required to work overtime while managing retreats

**Position to start June 1, 2015**  
**Application deadline: Friday, April 17**

This is a full-time position, averaging about 35 hours per week, paid hourly, offering health benefits, meal plan options and generous paid time off, as well as participation in the Staff Sangha Program.

On site housing is available; residential employee preferred.

Qualified applicants please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to:  
HR Department, IMS, at the address below or email [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).

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.*