

JOB OPENING: DIVERSITY & INCLUSION SPECIALIST (part-time)

Insight Meditation Society is committed to providing a spiritual refuge where everyone who comes to practice or to serve feels welcomed, honored and included. The Diversity & Inclusion Specialist is the organizational point person for key aspects of IMS's work of affirming diversity in its many forms. This position supports the cultivation of a work and retreat environment consistent with IMS's diversity and inclusion goals. This role reports to the Executive Director and partners with IMS leaders in developing a best-in-class culture of awareness, advocacy and education, in which all people feel valued and respected and have access to the same opportunities. The Diversity & Inclusion Specialist must possess a keen understanding of the nuances and sensitivities involved in facilitating change, while demonstrating the ability to build strong interpersonal relationships at all levels. As a change agent, the Diversity & Inclusion Specialist must understand and appreciate IMS's mission and values and be a strong communicator, engaged listener and strategic thinker.

Responsibilities

- Facilitate communication, education and training plans for all constituencies in support of the cultivation of a work and retreat environment reflective of diversity and inclusion goals.
- Collaborate with staff and board members to enhance education efforts, including the development of new workshops, trainings, tools and resources.
- Develop and maintain resources to guide and enable the fulfillment and demonstration of IMS's commitment to inclusion.
- Collaborate closely with the HR Director and Executive Director to develop systems that address concerns that impact our commitment to diversity and inclusion and develop resolutions. Help individuals access support, connection and assistance as needed, and assist the organization's learning.
- Develop tools and metrics to track and report on bias-related incidents. Assist in identifying relevant external trends and benchmarks. Provide metrics of organizational performance relative to inclusiveness to inform and complement internal workforce goals.
- Support the implementation of IMS's Diversity Action Plan as directed to maximize accountability and engagement.
- Participate as a member of IMS's Board-level Diversity Committee.
- Perform other duties as required.

Qualifications & Experience

- 3-5 years' experience in diversity work in a non-profit setting; demonstrated skills in working with diverse and multicultural groups.
- Highly developed interpersonal communication skills, demonstrating inquiry, active listening and empathy; ability to build strong relationships and influence collaborative outcomes.
- Excellent presentation, facilitation, oral and written communication skills.
- Skilled in conflict resolution; ability to maintain objectivity and neutrality when helping people resolve sensitive interpersonal situations; proven ability to exercise discretion and sound judgment.
- Demonstrated program management skills, including planning, communication, program development, trouble-shooting and task facilitation.
- Strong organizational, administrative, time-management and decision making skills, with excellent attention to detail.
- Flexibility, adaptability, and the ability to handle multiple assignments simultaneously.
- A solid teamwork orientation while also capable of working well independently.
- Proficiency with Google and Microsoft Office applications including Word, Excel and PowerPoint.
- Commitment to a meditation practice, preferably in the Insight Meditation tradition.

See page 2 for more information →



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(continued from page 1)

This is a part-time position with a flexible work schedule. IMS's 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.

Qualified applicants:

Please send Staff Application (available at www.dharma.org) along with a cover letter and résumé to IMSjobs@dharma.org.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

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.