

JOB OPENING: HUMAN RESOURCES GENERALIST

IMS is seeking a skilled HR professional to serve as Human Resources Generalist. The HR Generalist administers human resources policies, procedures, and programs in the following functional areas: employee relations, recruitment, benefits, compliance, and IMS's volunteer program. This position reports to the HR Manager.

Principal Responsibilities

- Provide information and assistance to employees, volunteers and the public in a courteous, professional manner.
- Provide consultation and advice to managers in personnel matters.
- Participate in recruitment and orientation efforts for new staff and volunteers.
- Administer benefits programs including enrollment, changes and addressing staff questions.
- Support Human Resources efforts to ensure compliance with all regulatory requirements.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions.
- Manage volunteer programs; serve as a liaison between volunteers, managers and staff.
- Assist with the development and implementation of personnel policies and procedures.
- Maintain and update human resources documents, such as employee handbook, policy manual and performance evaluation forms.
- Coordinate staff and volunteer recognition events and activities.
- Support silent retreat environment; uphold ethical principles.

Qualifications/Experience

- Bachelor's Degree or equivalent in Human Resources, Business, or similar discipline.
- 3+ years' Human Resources experience: experience or training in Diversity and Inclusion, employee relations, benefits administration, recruiting, compliance, and compensation preferred.
- Expertise in building relationships with internal and external constituents and providing exemplary customer service while maintaining confidentiality.
- Exceptional organizational skills and attention to detail; ability to manage multiple, shifting priorities, organize workload, handle interruptions and meet deadlines.
- Fluency in Microsoft Office required. Google Apps experience a plus.
- An established meditation practice or sincere interest in meditation and practicing mindfulness in daily life; experience with IMS's retreat programs, mission and practices preferred.



This is a full-time position offering health benefits, meal plan options, generous paid time off and an abundance of meditation resources within a friendly and caring environment.

Qualified applicants, please send résumé and cover letter detailing your interest in this position and describing your meditation and/or mindfulness practice to:

IMSjobs@dharma.org

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Early 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