

JOB OPENING: FACILITIES ASSISTANT

IMS is seeking a motivated professional with administrative and facilities background to join its Facilities Department. This team is responsible for ensuring a safe, efficient physical plant, pleasant grounds, and a clean, neat and aesthetically pleasing environment at both of our meditation centers.

Administrative Responsibilities

- Orders Facilities supplies within budgetary limits.
- Processes invoices from supply orders and contractor work; reconciles department's petty cash.
- Plans and schedules housekeeping tasks to ensure smooth transitions between retreats, including procuring extra per diem help and communicating volunteer needs to Human Resources.
- Works with Facilities Manager to ensure implementation of preventative maintenance schedules.

Operational Responsibilities

- Performs housekeeping duties as needed, particularly those associated with retreat openings and closings.
- Assumes retreat opening day responsibilities, such as training and orienting yogis and assigning yogi jobs.
- Checks and responds to yogi needs.
- Performs wide range of facilities tasks, including repairs, building projects, and groundskeeping.
- Performs snow removal work, including shoveling and operating snowblowers and plows.
- Informs Facilities Manager of new developments and concerns related to the safety, condition, and care of both centers.
- On call to respond to facilities-related emergencies and fire alarms.

Qualifications/Experience

- 6+ years of maintenance, carpentry or construction experience, including use of power and hand tools.
- A solid work ethic with strong organizational, time-management and problem-solving capabilities.
- Ability to work well independently and as part of a team; good interpersonal skills.
- A strong customer service background and orientation, with a commitment to providing a high level of service.
- Flexible and comfortable with changing needs and priorities.
- Good verbal and written communication skills using the English language.
- Familiarity with Microsoft Word and Excel.
- Excellent attention to detail.
- Valid driver's license and clean driving record.
- An established meditation practice or a sincere interest in meditation and practicing mindfulness in daily life preferred.
- This position requires heavy physical work, including snow removal and lifting, pushing, or pulling objects weighing 50 pounds or more; sometimes required to work in adverse weather conditions.

~ This position is available immediately ~

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

IMS is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.

Qualified applicants, send completed Staff Application form (available at www.dharma.org) to IMSjobs@dharma.org. Please include a résumé and cover letter detailing your interest in the position.

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