



## JOB OPENING: FOREST REFUGE MANAGER

IMS is seeking an experienced manager with a deep understanding and practice in Early Buddhist teachings to oversee the administrative activities of our Forest Refuge retreat facility.

The Forest Refuge, together with our original Retreat Center, is set among 242 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.

### Principal Responsibilities

- Supports and protects IMS's retreat environment and upholds our ethical principles.
- Supports FR teachers, and serves as a communications point person for FR teachers, staff and retreatants.
- Works with the FR Teacher-in-Residence and IMS managers to ensure coordinated, efficient, safe and supportive operations throughout the center.
- Responsible for the oversight and administration of all Forest Refuge (FR) office functions, including application and registration processing, retreat management, work retreat program, financial assistance and customer service.
- Hires, trains and supervises staff; manages budgets; implements IMS's operational, financial and personnel policies and procedures in the department.
- Meets the organization's expectations for service excellence.

### Qualifications/Experience

- Bachelor's degree or equivalent combination of education and experience required.
- 2 years' minimum experience with administration, budgeting and databases.
- 1-year minimum experience in management and supervision.
- 1-year minimum experience with retreat or event operations and management.
- Deep understanding and significant meditation experience in the Theravada Buddhist tradition required; long-term retreat experience preferred.
- Excellent written and verbal communication and presentation skills.
- Strong interpersonal skills with an ability to manage difficult situations and resolve conflicts.
- Outstanding organizational skills and attention to detail.
- Computer proficiency, with excellent working knowledge of Microsoft Office Suite including Access, Google Docs and Spreadsheets.
- Ability to multi-task and problem-solve effectively.
- Demonstrated ability to integrate ethical principles into day-to-day work life, communication and behavior.

### Work Environment

- Required to work at a computer for extended periods.
- Required to work irregular hours, weekends and evenings on occasion as necessitated by retreat needs.

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This is a full-time, 40-hour per week position offering health and dental benefits, Flexible Spending Account, Retirement Plans, Meal Plan options, generous paid time off, and participation in the Staff Sangha Program.

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

Qualified applicants: Please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).

Please include a résumé and a 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.*