



JOB OPENING: FACILITIES ASSISTANT

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. IMS offers an exceptional work environment centered on kindness, positivity and respect. Our generous benefits plan reflects our sincere appreciation for the contributions of our colleagues. New team members begin accruing up to six weeks of PTO and are eligible to participate in our outstanding benefits plan beginning on their first day of employment. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

We are seeking a Facilities Assistant whose role fulfills essential administrative and operational responsibilities within the Facilities Department. Approximately 25% of the Facilities Assistant's responsibilities will be administrative in nature supporting the Maintenance Supervisor. The Facilities Assistant will perform functions essential to the operation of the center approximately 75% of the time.

Primary Responsibilities

Administrative

- Orders Facilities supplies within budgetary limits.
- Processes invoices from supply orders and contractor work; reconciles department's petty cash
- Works as part of the maintenance team to maintain IMS buildings, vehicles, machinery, and systems by adhering to preventative maintenance, inspection, and safety protocols and schedules. Generates new documents for preventative maintenance and safety protocols as needed. Keeps records of preventative maintenance and safety inspections and actions as directed by Maintenance Supervisor.
- Provides direction to facilities workers and volunteers in performing repairs and working on projects.
- Acts as Facilities contact point and supervisor when Maintenance Supervisor is off duty.

Operational

- Checks and responds to retreatant needs.
- Performs wide range of facilities tasks, including repairs, building projects, and grounds keeping.
- Responsible for snow removal including shoveling, operating a tractor, plow truck, snow blower and other equipment. Works flexible hours to effectively keep campus safe during winter storms. During winter months frequently checks campus for any unsafe passageways and takes action to maintain safe conditions.
- Informs Maintenance Supervisor 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.
- Required to work varying shifts as scheduled, may include weekends and holidays.
- Occasionally required to work overtime in the event of facilities emergencies.
- Requires heavy physical work, sometimes in adverse weather conditions. Includes snow removal and lifting, carrying, pushing, or pulling objects weighing up to 50 pounds.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- High school diploma or equivalent
- 3 or more years of facilities and administrative experience
- Valid driver's license and clean driving record
- A strong customer service background with a commitment to providing a high level of service
- Excellent attention to detail and thorough follow through
- Good verbal, written and interpersonal communication skills
- Excellent knowledge of Google Apps and Microsoft Office



Position Now Open

Qualified applicants: Please send a résumé and cover letter to IMSjobs@dharma.org.

This is a full-time, 40 hours/week position. In addition to salary, IMS offers employees a variety of benefits including an exceptional Blue Cross Blue Shield of MA health insurance plan, dental insurance, life insurance, Flexible Spending Accounts, a retirement savings plan with employer contribution, six weeks PTO, a year-end bonus, Paid Parental Leave and a variety of meditation benefits.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at HR@dharma.org.

Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.