



## JOB OPENING: FACILITIES MANAGER

Insight Meditation Society (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. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

We are seeking a Facilities Manager to oversee all care, renovations, repairs and construction of 25 buildings, grounds, furnishings and fleet of vehicles. IMS is situated on 400 acres of beautiful rural land and forest with miles of woodland trails and well kept gardens and grounds. The buildings at IMS range from an elegant mansion built in 1912 to state of the art, modern structures. All of our buildings and grounds are lovingly cared for by our talented Facilities staff.

### Primary Responsibilities

- Supervises facilities/maintenance and housekeeping staff members in a manner that creates the conditions for employee satisfaction and optimal performance; reviews employee performance on a regular basis and provides feedback; implements disciplinary actions in consultation with Human Resources and Operations Director when needed
- Ensures a safe, clean, attractive and well-functioning physical plant including guest and staff housing units
- Monitors and maintains buildings, utility systems, grounds, vehicles, furnishings and equipment, ensuring safety and regulatory compliance
- Schedules work; oversees and tracks progress of repairs, improvements, preventative maintenance and daily tasks
- Determines priorities of departmental work and allocates resources effectively
- Determines projects to be performed by independent contractors; hires contractors; monitors work to ensure quality and completion
- Develops and oversees Facilities' budgets; manages relationships with contractors and vendors
- Supports and protects silent retreat environment; upholds ethical principles

### Qualifications/Experience

- Bachelor's degree or equivalent combination of education and experience
- 3 years or more experience managing facilities, including experience with systems for heating, plumbing, sewage, refrigeration, fire suppression/alarm and /or electrical systems
- 3 years or more experience with carpentry and construction
- 2 years or more experience in management and/or supervision of teams
- Experience with project management and managing a maintenance budget
- Valid driver's license and clean driving record
- A strong customer service background with a commitment to providing a high level of service
- Familiarity with or sincere interest in meditation or mindfulness preferred
- Proof that you are fully vaccinated with the COVID-19 vaccination (2 weeks after the second dose of the Moderna or Pfizer vaccine or 2 weeks after the Johnson and Johnson Janssen vaccine) is a requirement of this position and must be submitted prior to your start date.

### Position Now Open

Qualified applicants: Please send a résumé and cover letter to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).



This is a full-time, 40 hours/week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and an abundance of meditation resources.

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