



JOB OPENING: FACILITIES WORKER

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 Worker to perform maintenance, general care and improvements to all buildings and grounds at IMS including the Retreat Center, Forest Refuge as well as staff and teacher housing. 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 staff.

Primary Responsibilities

- Preventive maintenance and general care of IMS facilities.
- Maintains a safe and clean workplace.
- Works on improvements and repairs to IMS buildings and grounds.
- Completes assigned projects including repairing walls, insulating, painting and finish carpentry.
- Responds to electrical, plumbing, fire alarm and weather-related emergencies and may be on call past regular hours.
- Moves and assembles equipment and furniture.
- Responsible for snow removal including shoveling, operating a tractor, plow truck, and snow blower equipment.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- High school diploma or equivalent.
- 1 or more year(s) experience in general maintenance, carpentry or construction; including use of power and hand tools.
- Valid driver's license and clean driving record.
- A strong customer service background with a commitment to providing a high level of service
- Knowledge of safe construction practices including use of PPE, safe use of power equipment, and safe handling of hazardous chemicals and environmental hazards.
- 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.

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 participation in the Staff Sangha Program.

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