JOB OPENING: FACILITIES WORKER

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. 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 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. Starting wage is $22.00/hour.

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.
- Required to work varying shifts as scheduled, may include weekends and holidays, as well as evenings.
- Requires some heavy physical work, including standing for long periods of time, as well as 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.
- 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.
- Knowledge of safe construction practices including use of PPE, safe use of power equipment, and safe handling of hazardous chemicals and environmental hazards.
- A strong customer service background with a commitment to providing a high level of service

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, dental and vision benefits, Flexible Spending Account, meal plan options, generous paid time off, and staff meditation resources.

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.