# JOB OPENING: PEOPLE & CULTURE MANAGER

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. 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 People & Culture Manager to support a healthy, effective, and values-aligned workplace at IMS. The Manager focuses on the staff- and manager-facing dimensions of Human Resources. This includes employee relations, recruiting and onboarding, supervisor support, performance and development, and workplace culture. The Human Resources team supports employees and managers through thoughtful practices, clear processes, and strong working relationships. The pay range for this position is $30/hour-$35/hour.

## Primary Responsibilities

- Employee Experience
  - Help cultivate a welcoming and supportive employee experience from onboarding through transition.
  - Coordinate the onboarding and orientation process for new staff, in partnership with hiring managers.
  - Serve as an accessible point of contact for day-to-day employee questions and concerns.
  - Help ensure that staff feel connected to the mission, culture, and resources of IMS.
- Workplace Culture
  - Partner with managers to consciously foster healthy communication, trust, and collaboration across departments and centers.
  - Support/develop initiatives that strengthen employee engagement and organizational culture.
  - Help reinforce organizational values through everyday practices and interactions.
  - Identify themes and patterns emerging across the organization and bring relevant observations to the HR Director and leadership.
- Manager Support
  - Serve as a resource and practical HR partner to supervisors navigating employee and performance issues.
  - Coach Managers in setting expectations, giving feedback, holding difficult conversations, addressing performance concerns, and supporting staff development.
  - Help identify opportunities for learning and professional growth.
  - Support performance review processes alongside managers and HR.

- Recruitment & Onboarding
  - Coordinate recruitment and hiring processes, including postings, candidate communications, interview logistics and related hiring activities.
  - Partner with hiring managers to support thoughtful, consistent and equitable recruitment and selection processes.
  - Coordinate a welcoming and effective onboarding experience that helps new employees understand their roles, IMS, and the culture of the organization.
- Employee Relations
  - Serve as an accessible and trusted HR resource for staff concerns and routine employee-relations matters.
  - Help employees and supervisors address workplace concerns directly and constructively, facilitating conversations when appropriate.
  - Support respectful workplace practices and healthy conflict resolution.
  - Escalate matters requiring formal HR intervention to the HR Director.
- Organizational Development
  - Help identify opportunities to strengthen systems, communication, and collaboration.
  - Coordinate employee surveys, feedback processes, and culture-building initiatives.
  - Support change management efforts with attention to both operational and human impacts.

## Qualifications/Experience

- Bachelor's Degree or equivalent combination of education and experience in Human Resources, Business, or Organizational Development
- Training or experience in employee relations, recruitment, staff development, diversity and inclusion, performance management, organizational development, facilitation, or related areas preferred.
- Demonstrated ability to build trusting, effective working relationships with employees and managers at all levels of an organization.
- Familiarity with or sincere interest in meditation or mindfulness preferred
- Established knowledge of Human Resources principles, practices and terminology
- Experience in the administration of a broad array of Human Resources programs
- Ability to maintain confidentiality at all times
- Ability to plan, prioritize and manage multiple tasks with capacity to self-direct. Able to handle interruptions and meet deadlines
- Sound judgment and the ability to recognize when an employee matter should be handled independently and when it requires escalation.
- Ability to build trust while maintaining appropriate professional boundaries, confidentiality, and organizational perspective.
- Ability to approach employee concerns with empathy, fairness and clarity, including a willingness to engage difficult issues directly.
- Solid work ethic with strong organizational, time-management and problem-solving skills

- Ability to work well independently and as part of a team and to maintain good working relationships with retreatants, teachers, staff, volunteers and vendors
- Excellent attention to detail and thorough follow through
- Flexible and comfortable with changing needs and priorities
- Excellent verbal, written and interpersonal communication skills
- Expertise with Rippling, 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 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.*