**JOB OPENING: REGISTRATION COORDINATOR**

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 Registration Coordinator to provide administrative support to the Retreat Center’s Registration office.

**Primary Responsibilities**
- Collaborate with all members of the Programming team to consistently deliver excellent service and create a harmonious work environment that represents and conveys IMS’s values.
- Respond to all guest requests with respect, patience, and kindness. Demonstrate professionalism and sensitivity in all interactions.
- Process program registrations effectively and efficiently. Accurately convey information about IMS’s programs, services, policies, and registration processes.
- Responsible for group communications, tracking and follow up.
- Maintain up-to-date filing and database systems. Track waitlist activity. Manage cancellations and refunds.
- Administer fellowship program(s), including awards and accounting.
- Coordinate Service Retreatant Program.
- Coordinate teacher travel communication, logistics, and reimbursements.
- Support arrival processes.
- Assist with ongoing web updates as directed.
- Assist with annual website and database setup regarding Retreat Center programs.
- Provide general front office coverage as assigned.
- Fill in to cover Registrar duties when Registrar is absent.
- Supports and protects silent retreat environment; upholds ethical principles.

**Qualifications/Experience**
- 2 years or more experience in a professional office setting, demonstrating a wide range of administrative skills.
- A strong customer service background with a commitment to providing a high level of service.
- Proficiency with database management. Experience with the IMS “YES” Access database preferred.
- Ability to handle basic accounting and mathematical computations with a high degree of accuracy.
- Excellent interpersonal communication skills with ability to work through conflicts.
- Consistently demonstrates sensitivity and skilled communication around matters of diversity and cultural matters.
- Familiarity with or sincere interest in meditation – specifically in the Theravada Buddhist tradition - or in mindfulness is preferred. Retreat experience and understanding of the intensive meditation retreat environment is also 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.

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.

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978.355.4378
rc@dharma.org

The Forest Refuge
978.355.2063
fr@dharma.org

Fax: 978.355.4307
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.