



JOB OPENING: EXECUTIVE ASSISTANT

We are seeking a skilled and highly motivated Executive Assistant to provide administrative support to the Executive Director and to complete special projects.

Responsibilities

- Provides the Executive Director with day-to-day administrative support. Administers responsibilities in accordance with the Executive Director's priorities and perspective.
- Protects confidential and sensitive information. Demonstrates discretion in all interactions.
- Prepares correspondence on behalf of the Executive Director including emails, memos, letters and reports.
- Serves as a liaison between the Executive Director and all IMS stakeholders. Provides information and assistance in a courteous and professional manner.
- Responsible for taking and distributing comprehensive, appropriately detailed minutes for Board Meetings, Board Committee calls and Guiding Teacher meetings.
- Administers surveys as requested such as yogi and teacher surveys.
- Provides information and assistance in a courteous manner to all IMS stakeholders.
- Plans and ensures the successful completion of special events and projects.
- Updates IMS calendars and web site as requested.
- Assembles and distributes reports and documents prior to Board meetings.
- Prepares orientation materials for new board members.
- Assists the Executive Director in performing other ad hoc projects.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- High school degree with five or more years' experience or an Associate's degree with three or more years' experience in a professional office setting.
- Proven experience maintaining confidentiality and demonstrating discretion.
- Exceptional writing skills.
- Demonstrated expertise in a wide range of administrative skills.
- 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. Retreat experience and understanding of the organization's mission a plus.

Position Now Open

Qualified applicants: Please send Staff Application (available at www.dharma.org) to IMSjobs@dharma.org. Include a résumé and cover letter detailing your interest in the position.

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

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.