



JOB OPENING: FOREST REFUGE MANAGER

IMS is seeking an experienced manager with a deep understanding and practice in Theravada teachings to oversee the administrative activities of our Forest Refuge retreat facility. The successful candidate will show initiative, a strong ability to collaborate, as well as demonstrate excellent interpersonal skills, attention to detail, and a strong customer service orientation.

The Forest Refuge, together with our original Retreat Center, is set among 242 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

Principal Responsibilities

- Responsible for the oversight and administration of all Forest Refuge (FR) office functions, including application and registration processing, retreat management, work retreat program, financial assistance and customer service.
- Hires, trains and supervises staff; manages budgets; implements IMS's operational, financial and personnel policies and procedures in the department.
- Supports FR teachers, and serves as a communications point person for FR teachers, staff and retreatants.
- Works with the FR Teacher-in-Residence and IMS managers to ensure coordinated, efficient, safe and supportive operations throughout the center.
- Reports directly to the Executive Director and serves as part of IMS's senior management team.
- Meets the organization's expectations for service excellence.
- Supports and protects IMS's retreat environment and upholds our ethical principles.

Qualifications/Experience

- 2+ years experience with administration, budgeting and databases.
- 1 year minimum experience in management and supervision.
- 1 year minimum experience with retreat or event operations and management.
- Significant meditation experience in the Theravada Buddhist tradition required; long-term retreat experience preferred.
- Experience practicing with and/or serving monastics in the Theravada tradition preferred.
- Excellent written and verbal communication and presentation skills.
- Strong interpersonal skills with an ability to manage difficult situations and resolve conflicts.
- Outstanding organizational skills and attention to detail.
- Computer proficiency, with excellent working knowledge of Microsoft Word and Excel.
- Ability to multi-task and problem-solve effectively.
- Demonstrated ability to integrate ethical principles into day-to-day work life, communication and behavior.

Work Environment

- Required to work at a computer for extended periods.
- Required to work irregular hours, weekends and evenings on occasion as necessitated by retreat needs.
- On call 24/7 to provide support in unusual or emergency situations.

Position to start April 2015
Application deadline February 20, 2015

This is a full-time (40 hours per week) salaried position, offering health benefits, meal plan options, a generous amount of paid time off, and participation in IMS's Staff Sangha Program. Housing available.

Qualified applicants please send Staff Application (available at www.dharma.org) to:
Anna Ossenfort, IMS, at the address below or email anna@dharma.org.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada 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.