



JOB OPENING: FOREST REFUGE OFFICE ASSISTANT

IMS is seeking an experienced and motivated administrative professional to support the activities of our Forest Refuge retreat facility. The successful candidate will show initiative, demonstrate excellent interpersonal skills and attention to detail, and display a strong customer service orientation.

Our two meditation centers, the Forest Refuge and the Retreat Center, are set on some 240 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of meditation resources and support, within a friendly and caring environment.

Principal Responsibilities

- Provides sensitive and effective customer service to retreatants and teachers.
- Handles communications with retreatants and coordinates the scheduling of retreatant stays.
- Receives and processes detailed applications, registrations, and financial transactions with accuracy and discretion, maintaining up-to-date filing and database systems, including tracking waitlist activity.
- Compiles and distributes information regarding arrivals, departures and room assignments to staff and teachers; also provides timely updates of changes.
- Holds daily office hours for retreatants, responding to questions and concerns. Often serves as first contact for retreatant emergencies during regular business hours.
- Provides teacher support regarding scheduling and other administrative matters; facilitates Retreat Support assistance of retreatants.
- Stocks and tracks inventory for books, CDs, office supplies, library resources and other items. Tracks monies owed and paid, when applicable.
- Trains and supports volunteers in performing office assistant functions.
- Assists the Forest Refuge Manager as needed.
- Provides orientations for arriving retreatants, as necessary.

Qualifications/Experience

- Two or more years of administrative office experience.
- Sound knowledge of Microsoft Word and Excel; knowledge of Google Apps and experience with data entry and database programs preferred.
- Excellent verbal and written communication skills and interpersonal skills.
- Proven customer service experience.
- Strong organizational abilities and excellent attention to detail.
- Solid work ethic with an ability to self-direct; capacity to plan and prioritize.
- Flexible and comfortable with changing needs and priorities.
- Sensitivity to and ability to work well with people in the intensive meditation retreat environment.
- Significant meditation experience in the Theravada tradition required; long-term retreat experience in the Theravada Buddhist tradition preferred.
- Experience sitting with or serving monastics from the Theravada Buddhist tradition preferred.
- Discretion and skill in handling confidential information.
- Experience handling money responsibly.
- Ability to work in a collaborative atmosphere.

Position to start June 2015

Application deadline: June 3, 2015

This is a 40-hour-per-week position, paid hourly, offering health benefits and meal plan options as well as generous paid time off and participation in the IMS Staff Sangha Program.

Qualified applicants please send Staff Application (available at www.dharma.org) to: IMSjobs@dharma.org. Please include a cover letter and résumé.



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.