



JOB OPENING: HUMAN RESOURCES MANAGER

IMS is seeking a skilled HR professional to serve as Human Resources Manager, reporting to the Executive Director. The HR Manager is a member of the management team and plays a leadership role in staffing, employee relations, performance management, HR policies and procedures, compensation and benefits, records and compliance, training and development, health and safety, and planning and budgeting for HR functions. This position also oversees volunteer programs, handles immigration matters for foreign workers, manages some aspects of visiting teachers' employment, and supervises an assistant.

Responsibilities

- Develop, implement, maintain and evaluate human resources policies, programs and practices.
- Responsible for employment in staff positions, including recruitment, orientation and termination processes. Counsel hiring managers on candidate selection; conduct and analyze exit interviews, recommend changes.
- Communicate HR policies and procedures to employees.
- Ensure compliance with federal and state regulations related to employment; maintain employee records; provide statistical reports.
- Recommend, design and administer employee benefit programs.
- Responsible with ED for staff compensation plan design; administer compensation plan.
- Share responsibility for payroll administration with Finance Director.
- Budget for all HR functions, including compensation and benefits for staff positions.
- Provide advice and support to department managers in the areas of employee relations, performance management and conflict management; hear and resolve employee grievances; counsel employees and managers.
- Handle Workers Compensation issues and claims, COBRA and leave administration.
- Chair Health and Safety Committee overseeing employee and guest concerns; manage safety program.
- Develop and oversee volunteer programs.
- Manage immigration matters for foreign workers, including acquiring and extending religious worker visas for foreign teachers; provide documentation to foreign workers for customs.
- Staff the Ethics Committee of the Board.

Qualifications/Experience

- 5 to 7 years of progressive experience in human resources management
- Considerable knowledge of principles and practices of human resources administration
- HRCI and/or SHRM certification(s) preferred
- Strong leadership skills and business acumen
- Excellent facilitation skills in investigating, analyzing and solving complex employee relations issues
- Ability to prioritize and manage conflicting demands
- Excellent communication and interpersonal skills
- Experience facilitating and leading training programs
- Fluency in Microsoft Office required; Google Apps experience a plus
- Excellent organizational skills, accuracy and attention to detail
- Ability to work collaboratively, and to initiate and take responsibility for and follow-through on multiple projects
- Flexibility in the face of changing priorities and a fast paced work environment
- Experience managing volunteer programs preferred
- Experience with non-immigrant visa applications strongly preferred
- An established meditation practice or sincere interest in meditation and practicing mindfulness in daily life; experience with IMS's programs, mission and practices strongly preferred

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Position to start as soon as possible

IMS's facilities are set among 400 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. This is a full-time salaried position 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. Include a cover letter and résumé.

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 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.