



JOB OPENING: COMMUNICATIONS SPECIALIST

IMS is seeking a skilled and motivated communications professional to serve in our Communications & Development department. This role supports the organization's expanding outreach and communications initiatives by raising awareness of meditation and the benefits of retreats.

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

Responsibilities

- Communications and marketing – strengthening a sense of community among our participants, teachers and friends
 - Helps develop and distribute written, audio and visual material, suitable for both internal and external audiences, via social networking platforms, IMS's website, and electronic and print publications.
 - Monitors retreat registrations and implements appropriate and effective tools to improve awareness of IMS's Retreat Center and Forest Refuge programs.
 - Strengthens IMS's online presence by researching and implementing current social media technologies and marketing practices.
- Fundraising – cultivating donor and prospect relationships
 - Gives a talk to retreat participants, at the end of some courses, about generosity and donating to IMS and our teachers.
 - Helps execute and attends donor events.
- Filing and Archiving
 - Helps manage a substantial digital photo library, updates and maintains various mailing and instructions lists and filing systems.
- Meets IMS's expectations for service excellence. Upholds ethical principles in daily work life.

Qualifications/Experience

- Social media experience (1+ years), with proficiency in analytics and SEO.
- Proficiency (1+ years) in office, database and graphics software.
- Proficiency (1+ years) with Wordpress content management system or equivalent.
- Proficiency (1+ years) in written and verbal communications, and digital photography skills.
- Ability to execute tasks with flexibility and positivity, and to work as part of a team.
- An established meditation practice or sincere interest in meditation and practicing mindfulness in daily life. Insight meditation retreat experience and/or familiarity with IMS's retreat culture preferred.
- Public speaking skills.
- College degree in a related field, or equivalent work experience.



Position Now Open – Application Deadline March 7, 2017

This is a full-time 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.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

Qualified applicants: please send Staff Application (available at www.dharma.org) to IMSjobs@dharma.org. 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.