



JOB OPPORTUNITY: INTENTIONAL PRACTICE PROGRAM PARTICIPANT

IMS is offering an extraordinary and unique employment opportunity to two individuals who are interested in serving IMS while deepening their personal practice. The Intentional Practice Program is a residential 18 month program offering a practice experience that combines the depth of residential retreat and formal daily practice, with the breadth of daily practice, and learning how to meet the challenges of daily life, including living and working with others, so that the resulting experience is one that is onward leading towards greater happiness.

As an integral part of their Dharma program, each participant will work 25 hours per week supporting the Operations Department, primarily the Kitchen. Participants will be considered part time, temporary employees and will be compensated for all hours worked. Participants are required to fully participate in the entire 18 month program.

Primary Responsibilities

- Fully engage in formal practice in accordance with the IPP guidelines.
- Live harmoniously in community, including practicing deliberately with oneself and others when in conflict.
- Attend at least one residential retreat of 5 days or longer every 6 months, or three times within the 18-month program period.
- Perform tasks as assigned by Operations management including:
 - Wash serving dishes, utensils and kitchen equipment.
 - Bring prepared food to dining room and removes leftovers and dirty pans from dining room.
 - Clean and organize kitchen, dining room, and related areas.
 - Stock food containers to ensure ingredients are readily available and rotated to maintain freshness.
 - Perform food prep functions such as washing and chopping vegetables.
 - Remove trash, recycling, and food scraps from kitchen.
 - Assist with cleaning chores around the retreat centers between courses to prepare for the next course.
 - Checks in, puts away, and organizes deliveries.
 - Attend regularly scheduled departmental and staff meetings as required.
 - Participate in maintaining a positive, professional work environment in the department and throughout the organization.
 - Available on Opening days of retreats to conduct tours, train bell ringing yogis, greet yogis and other tasks as needed.
 - Work a flexible work schedule that is communicated to participant with ample notice.
 - Other duties as assigned.
- Participants must successfully perform their work responsibilities in order to remain enrolled in the Intentional Practice Program.

Qualifications/Experience

- Minimum of 5 years of deliberate Early Buddhist practice, including:
 - 3 residential retreats of 5 days or longer in Early Buddhist practice or other tradition. If in another tradition, proven ability to understand and practice in the Early Buddhist tradition.
 - 3 years or more of committed daily formal practice
 - Previous and ongoing commitment to Five Lay Training Guidelines
- Diversity, Equity and Inclusion (DEI) training or a proven skillset such as involvement with program(s) and/or event(s) that support DEI causes, initiatives or events.
- 1 year working in a commercial kitchen or similar experience preferred
- A strong customer service background with a commitment to providing a high level of service



Qualified candidates: Please send a summary of qualifications including names of teachers and dates of retreats and a cover letter describing your interest in this role to IMSjobs@dharma.org.

This is a part-time, temporary, 25 hours/week position. In addition to a starting salary of \$18.50 per hour, IMS offers employees a variety of benefits including an exceptional Blue Cross Blue Shield of MA health insurance plan, dental insurance, life insurance, Flexible Spending Accounts, a retirement savings plan with employer contribution, six weeks PTO, Paid Parental Leave and a variety of meditation benefits.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at HR@dharma.org.

Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.