



## **JOB OPENING: ONLINE PROGRAM COORDINATOR-PER DIEM**

IMS Online creates and delivers exceptional programs, retreats, and events for novice and experienced meditators. Rooted in the early Buddhist teachings of ethics, concentration, and wisdom, IMS Online serves as a platform for expanding access to the Dharma. IMS Online offerings help develop awareness and compassion, giving rise to greater peace and happiness in the world.

The Online Program Coordinator-Per Diem will support the programming of IMS Online. Reporting to the Director of IMS Online, the Online Program Coordinator-Per Diem will assist online programming staff in managing programs in our learning management system; supporting Zoom and livestream tech; responding to help desk requests from students and teachers; editing and posting video, audio, and transcriptions; ideating and creating graphic designs; and other tasks associated with the planning, implementation, execution, and delivery of online programming materials.

**This per diem position may work 100% remotely. IMS is able to consider fully remote candidates located in the following states: MA, CT, IL, NH, NY, TX and VT.**

**Hours worked will vary including some weeks when the Online Program Coordinator-Per Diem is not scheduled to work at all.**

### **Primary Responsibilities**

- Support tasks associated with program planning, operations, and delivery as-needed.
- Edit and post transcriptions and videos of IMS Online programs
- Support Director of IMS Online and IMS Online Program Managers to cover program sessions, and ensure technology is properly functioning, and program participants have their needs met.
- Monitor and reply to IMS Online help requests to support participants with tech and programming questions.

### **Technical Duties & Responsibilities**

- Host program sessions.
- Troubleshoot student technical problems in the learning management system and Zoom.

### **Organizational Responsibilities**

- Participate in maintaining a positive, professional work environment in the department and throughout the organization.
- Meet IMS's expectations for service excellence.
- Uphold ethical principles.

### **Qualifications/Experience**

- Bachelor's degree or equivalent combination of education and experience preferred.
- Proficiency with learning management systems (including at least one of the following: teachable, thinkific, kajabi).
- Demonstrated proficiency with live video streaming (e.g. Vimeo, Zoom, YouTube, etc.)
- Graphic Design and video editing (Adobe Premiere Pro and Photoshop, Canva)
- Copy editing experience.
- Strong customer service background with a proven commitment to continual improvement.
- Familiarity with, or sincere interest in, meditation or mindfulness preferred. Knowledge of Buddhist terms preferred.
- Must have schedule flexibility to work irregular shifts as needed.
- Spanish language skills are a bonus.



Compensation for this position is \$20.00 per hour.

Qualified applicants: Please send a résumé and cover letter to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).

*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](mailto: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.*