



## Administrative & Financial Assistant (full-time)

Cambridge Insight Meditation Center (CIMC) is an urban teaching center for the practice of insight meditation, located in Cambridge, MA. We offer a robust schedule of evening and weekend day-long programs as well as drop-in classes.

CIMC is currently seeking a detail- and process-oriented Administrative & Financial Assistant to ensure that our day-to-day office operations run smoothly and efficiently. We are looking for an experienced, highly motivated candidate who is committed to the mission and vision of CIMC.

The ideal candidate has a minimum of 2+ years of professional experience providing direct administrative and bookkeeping support in an office setting, preferably with a non-profit organization. They have exceptional communication, computer, and organizational skills. They thrive in a busy, dynamic environment, are adept at establishing and maintaining positive working relationships, and excel at working both independently and as part of a collaborative team. This position will report to the Administrative Director and work closely with all members of our team. Due to the nature of our program schedule, some evening and weekend hours are required.

*This is currently a hybrid in-person/remote position, with 4 days per week working in our Cambridge, MA office to start.*

### **Responsibilities**

#### **Administrative:**

- **Responsible for answering general calls and emails**, including inquiries about programs, volunteering, scholarships, and memberships, and for passing along program or other inquiries to relevant staff
- **Maintain teacher interview and appointment schedules**, as well as facilitate communication between CIMC teachers and community members
- **Responsible for maintaining office space**, including:
  - Purchase, receive, and store office and other supplies
  - Open, sort, and distribute mail
- **Coordinate in-house and bulk mailings, including the annual appeal and membership renewals**. This includes:
  - Organizing in-house process for smaller regular mailings (approx. 2 times per month), from printing envelopes and letters using mail merge to stamping and mailing letters
  - Pulling, cleaning, and updating mailing lists
  - Ordering necessary supplies
  - Working directly with the mailing service to coordinate larger outreach initiatives (2-3 per year)
- **Support logistics for meetings of the Board of Directors (8x year)** and ensure the Executive Director is equipped with copies and supplies, catering, tech setup, and other on-site support.

- **Pull custom reports from CRM (Salesforce) for leadership**
- **When in-person programs return:**
  - Staffing evening office hours (until 7:00 pm) 1-2 times per week.

### **Financial:**

- **Responsible for maintaining accurate, timely, and current Accounts Payable/Receivable records and processes**, including:
  - Process and pay invoices and expenses
  - Prepare deposits and assist with bank reconciliations, credit card reconciliations, and financial reports
  - Process program registrations, membership contributions, and other donations
- **Maintain contact database (Salesforce) and ensure consistency with financial records**, including monthly reconciliation of Salesforce to general ledger and maintaining confidentiality of financial, business, and client information
- **Respond to program or membership payment and donation inquiries**

### **Additional Responsibilities**

- Provide general support as needed to ensure the successful overall running of the Center, such as set-up and breakdown of the meditation hall, tidying the grounds and building, and covering for greeters.
- Update website (Wordpress) and provide copyediting and support with proofing program documents, emails, newsletter, and marketing materials.
- Please note:
  - Given the size of our small team, all roles are cross-trained and provide coverage for each other when needed. Like all positions, this role would be expected to provide backup for other staff just as other staff will cover for this position when needed.
  - Weekend and evening availability is necessary for this role. Currently this involves 30-60 minutes of remote work for up to 2 weekend days per month, and when in-person programs return, this will include the workday running until 7:00pm 1-2x per week, with fluctuations possible as programs shift over time.

### **Qualifications**

- Minimum 2+ years of professional experience in a similar position, preferably with a non-profit organization
- Proven experience (minimum 6 months) in Accounts Receivable, Accounts Payable and reconciliations, with meticulous attention to detail
- Effective, clear communicator (written and verbal)
- High degree of computer literacy, including proficiency in QuickBooks or similar accounting platform, as well as Microsoft Office (Excel) and Google Suite; Wordpress and CRM experience (e.g., Salesforce) is a plus.



- Experience coordinating multiple responsibilities simultaneously and prioritizing accordingly
- Strong interpersonal skills and sincere interest in building relationships with CIMC community, staff, and teachers
- Availability to provide support for weekday evening and weekend programs

### **Desired Competencies and Qualities:**

- Deeply motivated by serving CIMC's mission and community
- Values creating and maintaining an inclusive, welcoming environment through intentional, collaborative, collegial work
- Able to interact with the CIMC community with warmth and professionalism
- Extremely well-organized, detail-oriented, and a proactive problem-solver; open to tackling challenges with curiosity and enthusiasm
- Grounded and flexible, brings a sense of humor and humility to their work
- Reliable team player who also enjoys working independently
- High degree of personal integrity and discretion; commitment to maintaining confidentiality
- An interest in contemplative practice and spirituality a plus

This is a full-time, non-exempt position offering benefits including 100% employer-paid health and dental insurance coverage, 3 weeks paid vacation, 1 week paid retreat/personal renewal, 13 paid holidays, and free registration at all CIMC programs. CIMC's standard work week is 37.5 hours, with overtime pay starting for hours worked in excess of 40 hours per week. The hourly range for this position is \$23-\$27.

**NOTE:** *All staff and community members working in or using the CIMC building are required to be vaccinated against Covid-19.*

### **To Apply:**

Send resume and a tailored cover letter sharing a bit about yourself and your interest in the position to: [megan@blueswallowconsulting.com](mailto:megan@blueswallowconsulting.com). Applications will be reviewed on a rolling basis, with a deadline of **Monday, August 9th** for priority review.

No phone calls please. CIMC is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds, including people of color, members of the LGBTQIA communities, and people with diverse economic backgrounds. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.