



Buildings and Grounds Manager (part-time)

Cambridge Insight Meditation Center (CIMC) is an urban teaching center for the practice of insight meditation, located in Cambridge, MA. CIMC is seeking a Building and Grounds Manager who will be responsible for the general maintenance of the properties owned by the Center. This is a part-time, non-exempt position, averaging 4-6 hours per week. This position reports to the Administrative Director.

Responsibilities

Day to day building repairs and maintenance including, but not limited to:

- General maintenance of CIMC facilities
- Responding to emergency failures/breakdowns/service requirements
- Maintenance and repairs at off-site parsonage (condo)
- Maintenance of parking lot, public perimeter, and gardens
- Maintain digital repairs/maintenance logs and records
- Provide ED with report on work completed and planned in advance of Board meetings
- Support of volunteers on Gardening Days
- Other duties and responsibilities as needed.

Manage service and maintenance contracts:

- Manage maintenance service log and schedule, with estimates for annual budget
- Schedule routine, seasonal and emergency service visits and inspections including elevator maintenance, snow plowing services, arborist, etc.
- Ongoing evaluate service contracts, make recommendations

Improvements/Replacements:

- Maintain and prioritize the master list of projects for both CIMC properties, including current (within 12 months) and anticipated needs 2-3 years out
- Develop scope and estimated costs, source contractors, get quotes/estimates, monitor work

Qualifications and Qualities

- Working knowledge of building maintenance and hands-on ability to make most minor repairs.
- Experience in understanding and monitoring HVAC systems (hydronic heat, central and mini-split AC, HRVs/ERVs, Nest programmable thermostats, etc.)
- Ability to anticipate and plan for significant building projects e.g., renovations, window repair/replacement, electrical & plumbing needs etc.
- At least 2 years' experience assessing and managing contractors



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- Availability to respond remotely to urgent needs
- Willingness to work a flexible schedule and take full charge of tasks from start to finish.
- Ability to take initiative, set priorities and work independently.
- Good communication skills.

NOTE: All staff and community members working in or using the CIMC building are required to be fully 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 clare@cambridgeinsight.org. Applications will be reviewed on a rolling basis, with a deadline of **Monday, December 20th** 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.