



Program Assistant – Full-time

The Cambridge Insight Meditation Center (CIMC) was established in 1985 as a non-profit, nonresidential, urban center for the practice of Insight meditation. Located in the heart of Cambridge, CIMC provides an environment where the contemplative life can be developed and protected amid the complexities of city living. We offer a robust schedule of classes as well as drop-in programs. Click here for [more information about CIMC](#).

CIMC seeks a Program Assistant to join our team and provide support for our programs and special events. We seek a detailed-oriented candidate who is interested in this growth opportunity. She/he has exceptional communication and people skills, a desire to learn and thrives in a dynamic work environment. She/he is adept at establishing and maintaining positive working relationships, and excels working both independently and as part of a collaborative team.

Qualified applicants will have 2+ years of experience working in an administrative role for a non-profit, or similar organization. The ideal candidate will also be an Insight Meditation practitioner who is committed to the vision and mission of the Cambridge Insight Meditation Center.

Responsibilities

CIMC Programs

- Responsible for program logistics to ensure CIMC programs and events run smoothly
- Address the programming needs of teachers
- Prepare program information and changes for upload to our website and CRM system
- Provide back-up for program check-in and registration
- May represent CIMC at programs

Communications and Other Support

- Production of print and virtual communications
- Draft, review, edit and/or proofread materials
- Collaborate with Program Coordinator and Executive Director to support program promotion
- Schedule teachers to write monthly newsletter articles; follow up as needed
- Enter and edit data
- Staff CIMC's Office Hours at least two evenings per week
- Respond to inquiries about the Center
- General administrative support
- Other tasks as needed to support the overall running of the Center

Qualifications and Experience

Minimum 2 years of comparable experience as a program or administrative assistant, preferably with a non-profit organization

Excellent interpersonal, written and verbal communication skills

High degree of computer literacy: proficiency in MS Office, WordPress and familiarity with publishing software applications. Experience working with Salesforce, Constant Contact and InDesign is a plus.

An aptitude for managing details, flexible and willing to learn

Proactive, with a good sense of humor and “can-do” attitude

Organized, poised under pressure, able to thrive in a fast-paced environment and to manage and prioritize multiple projects and deadlines

Reliable team-player who also enjoys working independently

Strong problem-solving skills

Discretion and commitment to confidentiality

Bachelor’s Degree preferred, comparable training and/or experience can be substituted for degrees when appropriate

CIMC is an equal opportunity employer and is committed to building an inclusive workplace. Qualified individuals from diverse backgrounds and perspectives are encouraged to apply.

This is a full-time position based in Cambridge, MA. Compensation will be commensurate with experience. For those who meet the position requirements, the salary range is \$36,000 - \$38,000. Benefits include employer paid health insurance, generous paid time off, free registration at all CIMC programs and contributory 403B Plan.

Applicants should submit their resume and a thoughtful cover letter that includes a brief description of their meditation practice, to: clare@cambridgeinsight.org