



Program Manager

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 day-long programs as well as drop-in classes. CIMC seeks a well-organized, service-oriented leader to become an integral part of our small, dynamic office team.

The Program Manager is responsible for all aspects of CIMC's programs. They ensure that online and in-person programs – retreats, workshops, practice groups, benefits and drop-ins – run smoothly and successfully. They manage logistics, communications, program promotion, and program support staff, and work closely with teachers. This position reports to the Executive Director and is supported by the Program Coordinator. CIMC is currently only offering online programming due to Covid-19 restrictions. When the Center's building reopens, the Program Manager will play a lead role in the transition back. The responsibilities of this position will expand to include management of in-house programs and the CIMC volunteer program. Due to the nature of our program schedule, some evening and weekend hours will be required.

This is currently a remote position and will transition to our Cambridge office when planning for in-person programs begins again.

Responsibilities

- Ensure that the CIMC's online and in-person Dharma programs run smoothly and successfully.
- Collaborate with Teachers and Community Group leaders to provide responsive planning and program support.
- Manage the Program Coordinator and in-program support staff and ensure excellent customer service at all times.
- Coordinate drop-in program schedules.
- Assess program practices to ensure accessibility and effectiveness. Stay current in trends and best practices in online program delivery.
- Provide in program support for online programs as needed.
- Back-up the Program Coordinator on day-to-day operations as needed.
- Manage our Volunteer program to serve needs of the Center (*currently on hold*).
- Manage and maintain our program catalog.
- Work with the Executive Director to develop and implement an effective communications and promotion strategy for all programs (includes writing, editing proof-reading, etc.).

Additional Responsibilities

- Provide support to the Executive Director for ongoing initiatives, diversity work, development initiatives and other projects proposed by the Board of Directors.
- Additional tasks and responsibilities as needed.

Qualifications, Skills and Experience:

- Minimum three (3) successful years comparable experience as a program or administrative manager, preferably with a non-profit organization.
- Proven supervisory style that leads to effective performance and professional development for direct reports.
- Exceptional interpersonal, administrative and communication skills (written and verbal).
- Experience in managing multiple projects simultaneously and prioritizing accordingly.
- Excellent technical skills and familiarity with Microsoft Office, Salesforce, WordPress, Zoom, Constant Contact and/or similar systems. Experience with InDesign is a plus.
- Strong interpersonal and problem-solving skills.
- Extremely well organized, detail-oriented, and analytical.
- Marketing and Communications experience is a plus.

Attributes and Qualities:

- A sincere interest in contemplative practice and study, and in supporting our mission through intentional, collaborative, collegial work.
- Commitment to creating and maintaining an inclusive, welcoming environment.
- Sense of humor, humility, flexibility, “can-do” attitude, and a willingness to perform a wide variety of tasks.
- Organized, poised under pressure, able to thrive in a fast-paced environment.
- Reliable team-player who also enjoys working independently.
- Commitment, curiosity, willingness to tackle challenges with creativity and enthusiasm.
- Highly collaborative, solid work ethic.
- Confident and proactive self-starter who is skilled in taking initiative.
- Comfortable with ambiguity.
- Demonstrates a high degree of adaptability and flexibility.
- Willing to explore beyond the immediate bounds of one’s job description.

This is a full-time (37.5 Hours/week), salaried position offering benefits including 100% employer paid health care, 3 weeks paid vacation, 1 week paid retreat/personal renewal and 13 paid holidays. Salary range for this position is \$57, 000 - \$62,000.

Send resume and cover letter to Clare O’Donoghue: clare@cambridgeinsight.org. No phone calls please. CIMC is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.