



Cambridge Insight Meditation Center Seeks a Communications & Program Coordinator

The Cambridge Insight Meditation Center (CIMC) is a welcoming refuge and teaching center in Cambridge, Massachusetts for all who seek inner peace through the liberating practice of insight meditation (Vipassana). CIMC is dedicated to the integration of practice into daily life. We seek to cultivate ethics, tranquility, wisdom, and compassion, and to ease suffering in our communities and in our world.

The CIMC Communications & Program Coordinator is a key individual on the team responsible for ensuring that CIMC's communications and promotional materials for online, hybrid, and in-person programs, strategic plan and fundraising efforts run smoothly and successfully. The Communications & Program Coordinator will focus on CIMC's Program, program logistics, and program promotions. This position reports to the Director of Operations.

This position will work in our Cambridge office 4 days per week, including one day remotely per week after onboarding.

Core Responsibilities

CIMC Communication and Program Promotion

- Coordinate the schedule for Constant Contact for CIMC programs, Affinity Groups, and events in the Promotions calendar at least two months out.
- Draft and schedule monthly e-Newsletters and weekly "Starting Soon" promotional emails.
- Design, write and prepare email promotions for events, programs and fundraising efforts in Constant Contact.
- Ensure all communications for programs, events and strategic plan, flyers & screenshares are proofed for content and style before use.
- In coordination with the Director of Development, ensure that all communications related to Annual Appeal, Membership drive and other fundraising activities are handled accurately and timely.
- Generate in-house daily directories for posting at the Center approx. 2-3 weeks in advance.
- Generate program flyers for notice board and for posting in the community.
- Schedule proofed email promotions in Constant Contact one week before due.
- Connect with local colleges and universities Buddhist groups – add CIMC promos to their listservs or other communications.
- Update website home page program and event announcements as needed.
- Create and design Social Media promotions – Instagram, FB, LinkedIn, etc.

CIMC Strategic Plan Communications and Coordination Assistance

1. Assist nurturing an inclusive and welcoming community where all are valued and belong.

- Coordinate ongoing pathways/channels/processes for feedback and dialogue including scheduling and communications regarding these opportunities
 - Track feedback and assist with integrating feedback
 - Research and coordinate opportunities for training and education related to diversity, equity and inclusion.
2. Assist with communications regarding growing the community of donors, supporters and volunteers who will make this strategic plan possible and keep CIMC strong now and in the future
 3. Assist with communications regarding the entire strategic plan and progress
 - Generate quarterly reports to support the progress and communications

CIMC Programming.

- Assist with program registrations, financial aid and work exchange.
- In coordination with the Program Manager, add program information to WordPress, Salesforce, Zoom and Air Table.
- Add program homework to the website.
- Collaborate with the program team on program logistics including:
 - Monitoring program registration.
 - Roster preparation, visiting teacher gift bags, day-of student or teacher inquiries, etc.
 - Provide coverage for VPA duties in emergencies or as needed.
 - Responding to inquiries about programs.
- Available for rotating on-call support for students and teachers at the start of each new program, including those held on evenings and weekends.
- Provide back-up for program registrar and VPA coverage as needed.
- Work on special and benefit events.

Additional Responsibilities

Given the size of our small team, all roles are cross-trained and provide coverage for each other when needed. This role will provide backup for other staff just as other staff will cover for this position when needed.

- Shared responsibility for answering general calls and emails.
- Provide general support as needed to ensure the successful overall running of the Center.
- Ensure and maintain confidentiality of information.
- Update information on members, donors, volunteers, and other stakeholders in Salesforce.
- Other tasks as needed to support the overall running of the Center.

Qualifications:

- Minimum of three (3) years of comparable experience as an office or administrative assistant, preferably with a non-profit organization.
- Strong writing, editing, and storytelling abilities.
- Excellent interpersonal and organizational skills.

- High degree of computer literacy: proficiency in MS 365, WordPress, Constant Contact Salesforce
- Experience coordinating multiple responsibilities and prioritizing appropriately.
- Strong interpersonal skills and sincere interest in building relationships with the CIMC community, staff, and teachers.
- Working knowledge of WordPress, Salesforce, Constant Contact, and Canva is a plus.

Desired Competencies and Qualities:

We are seeking someone who values creating and maintaining an inclusive, welcoming environment through intentional, collaborative, collegial work.

- Actively contributes to harmony in the team and seeks to realign with colleagues when misunderstandings arise.
- An interest in meditation and/or contemplative practice and spirituality.
- Interacts with the CIMC community with warmth and professionalism.
- Well-organized, grounded, and flexible.
- A reliable team player who also enjoys working independently.
- High degree of personal integrity and discretion.
- Availability to provide periodic weekday evening and weekend program support.

Compensation and Benefits:

This is full time, hourly position with a generous benefits package including 100% employer-paid health and dental insurance coverage, long term disability & life insurance, 3 weeks paid vacation, 1 week of paid retreat/personal renewal, 13 paid holidays, 10 sick days per year, a 401(k) plan with up to a 4% employer contribution, and no-cost registration for all CIMC programs. This position's work week is 30 hours, with overtime pay for hours worked in excess of 30 hours per week. The hourly range for this position is \$30.00-\$32.00

Statistics show that women, LGBTQIA+, BIPOC as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. If this position excites you, CIMC encourages you to apply. No one ever meets 100% of the qualifications.

To Apply: Please upload PDF resume and cover letter to our Dropbox folder [Communications & Program Coordinator](#). No phone calls please. The position is open until filled.

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 accommodations at the time of application.