



# CAMBRIDGE INSIGHT MEDITATION CENTER

## **Cambridge Insight Meditation Center Seeks a Program Manager**

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. A unique urban center, CIMC is dedicated to the integration of Buddhist practice and wisdom into every aspect of community and daily life. It offers meditation retreats, talks, classes, drop-ins, and other programs.

CIMC is looking for a dynamic, creative professional to join our team full-time as Program Manager. This role is responsible for ensuring that online, hybrid and in-person programs – retreats, workshops, practice groups, benefits, and drop-ins – run smoothly and successfully.

### **Position Summary:**

The Program Manager plays a crucial role in ensuring CIMC offers high quality programming. This includes managing logistics, including scheduling; working with Teachers; providing thoughtful support to practitioners and community members; analyzing and using data regarding program effectiveness; and ensuring effective outreach to maximize awareness of program offerings.

This position supervises program support staff, including the Program & Volunteer Coordinator and Virtual Program Assistants (VPAs). Due to program schedules some evening and weekend hours are required. This is a salaried position.

The ideal candidate will have a proven track record in nonprofit program management. They will be highly organized and initiative-taking with a clear and demonstrated passion for supporting diversity, equity, inclusion, and justice. They will also have an interest in meditation. This position reports to the Director of Operations.

**Location:** 331 Broadway Cambridge, MA office with one remote workday per week

### **Responsibilities of the position include:**

#### **Core Responsibilities.**

- **Ensure the success of CIMC's online, hybrid and in-person Dharma programs:**

- Provide program planning and support, coordinate program schedule
- Develop a detailed implementation plan for each program.
- Serve as a programmatic point of contact for teachers
- Ensure consistent practices and procedures for support across programs
- Assess program practices & procedures to ensure accessibility, efficiency, and effectiveness; ensure best practices in program delivery.
- Maintain our online program catalog & calendar
- **Hire, train and manage program support staff to ensure excellent program delivery**
  - Supervise and mentor the Program & Volunteer Coordinator to effectively support program logistics, program promotion and the CIMC Volunteer Program.
- **Cultivate and facilitate CIMC community connections.**
  - Serve as the staff liaison on the Sangha Life Committee (SLC), a Board committee that works to deepen relationships and connections across CIMC communities.
  - Additional opportunities may be presented to work on Board Committees as they form.
- **Manage and develop the CIMC Volunteer Program**
  - Support and guide the Program and Volunteer Coordinator to ensure robust volunteer support for Programs and other needs.
  - Develop volunteer recruitment & retention strategies.
- **Data & Quality Assurance**
  - Develop systems to measure and monitor logistics to assess program effectiveness and make recommendations for improvement where needed.
  - Analyze program data to inform program planning and budgeting.
  - Make informed recommendations to the Executive Director (ED) and Curriculum Coordinator on a quarterly basis.
- **Program Promotion**
  - Guide and support the Program & Volunteer Coordinator to promote CIMC & its programs in a variety of environments.
  - Social media posts (Instagram, FB), listservs of local college/university Buddhist groups, posting flyers at coffee shop and stores, and other low-lift innovations.

### **Additional Responsibilities.**

- Develop a working knowledge of our website – make changes to content as needed.
- Provide support to the Executive Director and Director of Development for ongoing projects and initiatives, including those proposed by the Board of Directors.
- Please note:
  - Weekend and evening availability is necessary for this role.
  - Given the size of our small team, all roles are cross-trained and provide coverage for each other when needed.
  - This role is involved in working closely to support Teachers but is not a teaching role or a program design position.

### **Desired Qualifications, Knowledge, Skills, and Abilities:**

- Bachelor's degree preferred with a minimum of 2 to 5 years relevant experience, including demonstrated success managing programs in small to mid-size, mission-based organizations
- Excellent communication skills; precise and compelling writing skills
- Proficiency in a CRM database, preferably Salesforce
- Required proficiency in Microsoft Windows software and applications, especially Microsoft Word, Excel, and Outlook. Adobe, WordPress and Canva a plus
- Candidate should be deadline-oriented and able to prioritize multiple complex responsibilities while maintaining attention to detail and performance
- Possess an interest and passion for CIMC's mission
- Ability to work independently and collaboratively
- Demonstrate good judgment, tact, diplomacy, and ability to maintain confidentiality

### **General Competencies and Qualities**

- A sincere interest in contemplative practice, study, and spirituality
- Brings kindness and compassion to every day
- Maintaining an inclusive, welcoming environment
- Grounded and flexible, brings a sense of humor and humility to their work

**Salary and Benefits:** This is a full-time salaried position with a generous benefits package including 100% employer-paid health and dental insurance, 3 weeks paid vacation, 1 week of paid retreat/personal renewal, 13 paid holidays, 10 sick days per year, Paid Family Medical Leave, long term disability insurance, and a 401(k) plan with up to a 4% employer contribution, and no-cost registration for all CIMC programs. The salary hiring range for this position is \$74,000 - \$78,000 and is commensurate with experience.

**Equal Opportunity Employer:** CIMC is an 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.

**To Apply:** Please upload a PDF with resume and cover letter [here](#). No phone calls please. The position is open until filled.