



Cambridge Insight Meditation Center Seeks a Program & Volunteer 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. As a community of practitioners, and as an institution, it endeavors to follow the Buddha's path of ethics, tranquility, wisdom, and compassion. A unique urban center, CIMC is dedicated to the integration of practice and wisdom into every aspect of community and daily life. It offers Dharma retreats, talks, classes, drop-ins, and other programs.

The CIMC Program & Volunteer Coordinator is a key individual on the team responsible for ensuring that CIMC's online, hybrid, and in-person programs run smoothly and successfully. The Program & Volunteer Coordinator will focus on CIMC's Volunteer Program, program logistics and program promotions. This position reports to the Program Manager.

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

Core Responsibilities

CIMC Volunteer Program. Ensure that CIMC's Volunteer and Work Exchange Programs run smoothly and successfully. With the support of Program Manager, grow and maintain our Volunteer Program to serve the programmatic and operating needs of the Center.

- Responsible for day-to-day scheduling and coordination of volunteers and leveraging Salesforce to support that work.
- Recruit new volunteers, screen applications and interview candidates.
- Ensure volunteer orientation and training and provide support ongoing.
- Maintain the volunteer page on the website.
- Actively engage with volunteer groups to strengthen relationships and ensure positive volunteer experiences.
- Plan Volunteer events with the Program Manager.

CIMC Programming.

- Administer scholarships and program registrations.
- Coordinate some program schedules with CIMC and visiting teachers.
- Add program information to WordPress, Salesforce, Zoom and Air Table.
- Collaborate with the program team on program logistics.
- Available for rotating on-call remote support for students and teachers at the start of programs.
- Serve as evening greeter or course registrar 3-4 times a month.
- Work on special and benefit events.

CIMC Program Promotion

Responsible for Program Promotions:

- Coordinate the promotions schedule CIMC programs.
- Draft and schedule monthly & weekly e-Newsletters and program promotion emails.
- Social Media & home page promotions – Instagram, FB, etc.
- Generate in-house daily directories.
- Ensure all communications, flyers & screenshares are proofed.
- Connect with local colleges and universities Buddhist groups.

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.
- High degree of computer literacy: proficiency in MS Office.
- Experience coordinating multiple responsibilities and prioritizing appropriately.
- Effective, clear communicator (written and verbal).
- Strong interpersonal skills and sincere interest in building relationships with the CIMC community, staff, and teachers.
- Availability to provide periodic weekday evening and weekend program support.

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.
- Working knowledge of WordPress, Salesforce, Constant Contact, and InDesign is a plus.

Compensation and Benefits:

This is a 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. CIMC's standard work week is 37.5 hours, with overtime pay for hours worked in excess of 40 hours per week. The hourly range for this position is \$30.25-\$32.25.

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 <http://tinyurl.com/PV-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 needs at the time of application.