

Insight Meditation Community of Western Massachusetts (IWM)

*(We are in the process of changing our name from
Insight Meditation Center of the Pioneer Valley)*

Job Opening: Manager of Special Projects and Administration

Insight Meditation Community of Western Massachusetts (IWM) is an Insight Meditation center located in Easthampton, Massachusetts. We offer weekly dharma talks and a multitude of classes, half-day and full-day retreats, practice and affinity groups. IWM seeks a well-organized, service-oriented, and creative organizer/administrator to be our Manager of Special Projects and Administration.

This position provides staff support to the Board and various committees and sangha initiatives and is responsible for day-to-day administration of IWM. They will serve as the liaison to volunteers to ensure that online and in-person programs run smoothly and successfully. They will handle scheduling, support fundraising efforts, organize special events, respond to inquiries and work on other initiatives and administrative tasks as needed. When needed, this position will back up the Outreach, Website, and Social Media Coordinator.

IWM is currently offering only online programming due to Covid-19 restrictions but we hope to re-open when conditions allow. Much of the work can be done from home though there will be some in-person hours required as the center re-opens. Hours are flexible for the most part; will require some evening and weekend hours. The Board of Directors anticipates 55-65 hours per month; hourly rate is \$22.50.

Qualifications, Skills and Experience:

- Exceptional interpersonal, administrative, communication (written and verbal), and problem solving skills.
- Experience in managing multiple projects simultaneously and prioritizing accordingly.
- Excellent technical skills and familiarity with Microsoft Office, Google Calendar, Constant Contact and/or similar systems. Experience maintaining websites and experience with Flipcause or similar program a plus.
- Extremely well organized, detail-oriented, and analytical.

Attributes and Qualities:

- A sincere interest in contemplative practice and study. Insight meditation experience a plus.
- Commitment to creating and maintaining a diverse, inclusive, welcoming environment.
- Sense of humor, humility, flexibility, "can-do" attitude.
- 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.
- Demonstrates a high degree of adaptability and flexibility.

Insight Western Mass is accepting and reviewing applications on a rolling basis. This posting will remain open until the position is filled. Please submit your resume and cover letter through this GOOGLE FORM [here](#).

8/2/21pm