



BARRE CENTER *for* BUDDHIST STUDIES

Program Manager

As an integral part of the BCBS Front Office team, our Program Managers are responsible for the operational and customer care aspects of our residential and online programs. Many weekend shifts required. Reports to the Executive Director, with a close working relationship with the Senior Manager of Programs.

Primary Duties:

- Process student applications, lotteries and registrations
- Maintain Salesforce database for attendee, course and class records
- Communicate with teachers to set course schedules, answer questions, and provide general support
- Coordinate course preparation and coverage with other staff
- Open and close courses with introductions, dana talks, etc.
- Provide Zoom monitoring for some online programs
- Respond to e-mails and phone calls coming into the Center
- Work closely with other Program Managers and staff to stay responsive to customer needs and questions
- Be on call for emergencies and other unanticipated events to maintain the safety and well-being of students
- Assist with other duties as needed to support all BCBS operations
- Treat everyone with kindness, patience, and respect in every interaction

Qualifications:

- Ability to work both as part of a team and independently
- Strong interpersonal, organizational, and communication skills
- Comfortable with public speaking
- Sense of humor, flexibility, and willingness to perform a wide variety of tasks
- Commitment to maintaining a warm, welcoming environment for all
- A sincere interest in contemplative practice and study, and in actively contributing to a collaborative, collegial work environment
- Good technical skills with the ability and interest in learning new software as needed to support our programming

The ideal candidate will be enthusiastic about supporting our residential and online Buddhist studies programs. This is a full-time salaried position (range: \$30-35k) offering individual housing, generous health and dental benefits, a retirement plan with employer contributions, free meals when we are in session, 38 days of paid time off annually, and access to programs at BCBS and IMS.

149 Lockwood Road
Barre MA 01005
978-355-2347
Buddhistinquiry.org



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Send resume and cover letter to jobs@buddhisticquiry.org. No phone calls please.

BCBS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

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