



Online Programs Coordinator

Barre Center for Buddhist Studies
Full-Time | Remote | \$50,000 + Benefits

About BCBS

Located in central Massachusetts, the Barre Center for Buddhist Studies offers online and residential programs that integrate study and practice in exploring the many streams of teaching and expression that flow from the sources of early Buddhism.

Online Programs Coordinator

BCBS seeks an Online Programs Coordinator to share responsibility for the operational and technical aspects of the Center's highly-regarded online programs. As a member of the Online Programs Team, this person will help deliver exceptional experiences for teachers and participants, ensuring that they feel connected and cared for. The ideal candidate is collaborative, a problem solver, and calm under pressure. This is a full-time (35 hours per week) remote position reporting to the Manager of Online Programs.

Position Overview

- Collaborate closely and effectively with the Online Programs Team in coordinating and delivering a variety of online offerings (four- to six-week programs, weekend retreats, events, and intensive programs that run from two months to a full year)
- Support teachers with the program application process for participants, meetings, participant access to materials, scheduling small groups, Zoom sessions, etc.
- Review and process registrations, scholarship requests, and cancellations in a timely and accurate manner
- Clarify program details, answer questions, and provide general and technical support to ensure accessibility for all participants
- Review survey feedback at the conclusion of each program with a view toward ongoing program improvement
- Contribute to annual reports and strategic planning for online programs
- Collaborate with in-house staff to design appealing program webpages, promotional materials, emails, etc.
- Participate in weekday (US Eastern Time Zone) staff meetings as an essential member of the team
- Assist with other duties as needed to support all BCBS operations

Requirements/Experience

- Two to three years of experience supporting teachers and participants in delivering online programs is preferred
- Experience in online learning design, online education, and/or training is preferred.
- Excellent technical skills (familiarity with Zoom, Salesforce, Google Workspace, Canvas, and Submittable)
- Attention to detail is a must
- Strong ability to work collaboratively with all stakeholders to support a shared vision
- Skilled in setting goals, executing a plan, and following through to accomplish a task
- Willingness to approach tasks and challenges with creativity and flexibility
- Sense of humor and humility, with a genuine interest in learning, growth, and service
- Commitment to maintaining a warm, welcoming environment so that participants, teachers, and colleagues feel included, respected, and supported
- An interest in contemplative practice and study, and in supporting our mission through intentional, collegial work
- Some evening and weekend work is required (US Eastern Time Zone)
- Must have authorization to work in the US

Salary and Benefits

The starting salary for this role is \$50,000. We offer generous benefits, including 100% payment of health insurance premiums, 67% of the deductible, 38 days of paid time off, and a 7% contribution to a retirement plan.

To Apply

To apply for this position, please send a resume and a cover letter that specifically addresses how your skills and experience match the requirements for this position at BCBS. Email it to jobs@buddhistinquiry.org and include "Online Programs Coordinator" in the subject line.

BCBS is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and seek applicants from all backgrounds, identities, and abilities.

Revised: October 2025