

**PORTLAND INSIGHT MEDITATION COMMUNITY  
OFFICE MANAGER  
JOB DESCRIPTION**

Portland, Oregon

**Office Manager:**

Pay Rate: \$20/hour for twenty hours per week.

**GENERAL OVERVIEW/SUMMARY**

[Portland Insight Meditation Community](#) is dedicated to serving the spiritual well-being of all participants through the integration of insight meditation practice, foundational study programs, retreats, service and relationships that honor the Buddha's doctrines and disciplines within the context of contemporary society. The Office Manager position provides effective and responsive services to the PIMC community and the Guiding Teacher. This position is responsible for day-to-day management of the PIMC facility, communications with the community (social media), and is also the first point of contact for inquiries. This position is responsible for scheduling clients/students for the [Guiding Teacher](#) and maintaining the PIMC calendar. The Office Manager is responsible for performing multifaceted general administrative services within PIMC. Successful candidates will be energetic, excellent at customer service and enjoy being part of a multi-dimensional mission driven spiritual community.

**REQUIREMENTS:**

*A typical background for the person who can fulfill the duties for this position is as follows:*

- *A high school diploma or equivalent*
- *5 years consecutive office experience*
- Intermediate level computer capabilities in use of databases, web-based software, word processing, email, spreadsheets, and internet searches Flexibility and ability to learn new software and/or systems as required
- Social Media skills (Facebook, twitter, listserv, Meetup, Constant Contact, etc.)
- Superior customer service
- Advanced organizational skills
- Contact management
- Basic understanding of financial operations
- Facility management

**DUTIES/SPECIFIC AREAS OF RESPONSIBILITY**

**General Administrative and Office Management**

Answer phones providing basic information about PIMC

Respond to voicemail and email

Maintain PIMC filing

Authorize Payroll

Purchase and maintain both office supplies and facility supplies (with volunteer assistance)

Maintain forms

## **Scheduling & Calendar**

- Schedule appointments for Lead Teacher
- Maintain PIMC calendars, including public events, private facility events, and retreats
- Post event notices in appropriate social media
- Schedule individual PIMC events with information from Teachers
- Prepare all materials needed to advertise events (Constant Contact)
  - Prepare registration form in Acceptiva
  - Provide class attendance list to teacher
  - Post event notice in Constant Contact and Facebook

## **Facility Management**

- Advertise available rentals
- Accept and process applications
- Prepare rental contracts for signature
- Maintain updated record of tenant details
- Resolve tenant issues (with assistance from Guiding Teacher)
- Maintain list of keyholders and security codes
- Provide security training for new keyholders
- Resolve facility problems (i.e. electrical issues) (with assistance from Guiding Teacher)
- Maintain a safe, clean and comfortable environment for tenants

## **Financial**

- Receive and check donations from various activities
- Retrieve and open mail.
- Pay bills
- Monitor rental payments
- Monitor bank accounts
- Prepare monthly credit card statement
- Download monthly bank accounts statements
- Supervise deposits and deposit volunteer
- Manage credit card payment software (Acceptiva)
- Provide information necessary for fundraising.
- Assist with Budget development
- Prepare annual tax statement letters

## **Community Support**

- Provide basic information to those interested in attending PIMC
- Refer inquiries to appropriate teacher(s)

**Social Media/Marketing:** Use social media to communicate with PIMC community about events and activities.

Meetup

Greet new members

Add events

Facebook

Schedule events

Monitor activity

Connections (listserv)

Approve new members

Post event notices

Constant Contact

Enter and update contact information

Prepare Weekly Digest

Website

Monitor updates for schedule events and activities

Communicate with webmaster regarding additions to front page

Make minor updates to site as needed

Work with webmaster to resolve issues

External website

Update PIMC information

Community Database

Assist with development

Enter contact information

Coordinate with bookkeeper and volunteer coordinator to maintain database (tbd)

For more information about Portland Insight Meditation Community or to apply, go to [Portland Insight](#).

*We Strive to Create a Diverse, Inclusive Environment to Better Serve our Community.  
We are an Equal Opportunity Employer*