

**Job Announcement: Office Manager
Austin Shambhala Meditation Center**

The Austin Shambhala Meditation Center is seeking to hire a part-time Office Manager. The office manager plays a key role in the life of the center by providing administrative support to the Center Director and ASMC Council, as well as communicating with community members about the day-to-day operation of the Center. This position reports to and works closely with the Center Director. **For those with the appropriate qualifications, this position can be combined with the Bookkeeper position also being advertised.**

This announcement will remain open until the position is filled.
Interviews will start April 15, 2014.

Job Description

- Welcoming visitors to the Center during Office Hours
- Scheduling events and handling requests for space
- Entering events into the Center's database and maintaining Center calendars
- Assisting the bookkeeper by making deposits, working with Paypal services and providing reimbursements when appropriate
- Communicating with Center department heads and ensuring continuity of tasks
- Communicating with community members via phone, e-mail, and in person about a variety of issues and inquiries
- Purchasing office and maintenance supplies; books and class materials
- Assisting in occasional, light housekeeping duties
- Maintaining a presence at the Center during designated times and complying with all job responsibilities
- Performing related work as assigned

Supervisor: Center Director

Minimum Qualifications:

- Strong interpersonal skills, proficiency Microsoft Word and Excel, attention to detail, organizational skills
- Shambhala Center membership

Preferred Qualifications:

- Familiarity with Shambhala processes (program types and structures, relationships between international and regional processes, etc.)
- Familiarity with Wordpress

Hours and Compensation: This position is a part-time paid position for 15 hours per week, compensated at \$15 per hour. There is a probationary period of 3 months.

Benefits: Half-price for Shambhala International programs, one week each of paid sick leave and paid vacation each year.

For more info: Call the Austin Shambhala Center at 512-443-9685 during office hours.

To apply: Send resumes to Joanne Trubitt at j.trubitt@sbcglobal.net