

Operations Associate - Kagyu Sukha Choling

Kagyu Sukha Choling (KSC) is a Tibetan Buddhist Dharma center based in Ashland, Oregon. We offer rich and varied programs of meditation, teachings, classes, and retreats for the greater Southwest Oregon region. KSC has recently expanded into offering more of our meditations, classes, and retreats online, allowing individuals from other states and countries to participate and the community to expand.

Job summary:

This important position provides administrative support for the Director of Operations and this two-person operations team supports a thriving and active Buddhist community.

Key functions of the role include: Office management as detailed below and clerical assistance to Lamas, Board of Directors, Volunteer Teams. This includes support for classes, practice groups, and events (ex: publicity, registrations, fundraising and communications.) The position will also field inquiries from sangha members, volunteers, bookkeeper as well as maintain mailing lists.

Responsibilities include:

- Support the work of the Director of Operations: performing administrative duties to ensure that office is operating smoothly
- Manage office supplies
- Perform receptionist duties: greet visitors, respond to emails, and answer phone calls, respond to program inquiries
- Supervise and implement large volume mailings, receive and sort incoming mail and deliveries, and manage outgoing mail
- Create original e-announcement and follow-up emails
- Distribute, route and file paper and electronic documents
- Coordinate event registration process, such as creating and distributing Zoom links, google docs/sheets, website etc.
- Monitor registration lists
- Collate, disseminate class materials as requested by Lamas, Board, Volunteer Leaders
- Manage office supplies and budget, including IT
- Publish, update, display public calendars, fliers and schedules
- Provide other administrative support as necessary, including scheduling group meetings, updating prayer lists + office directory, and record weekly donations
- Create a welcoming atmosphere

Minimum Qualifications:

- Bachelor's degree in related field (recommended, not required)
- 2-5 years of work experience in an administrative/office management role or related
- Experience with standard office technology and word processing (computer, email, voicemail, printer, copier,) as well as working knowledge of Google Docs, Adobe, Mail Chimp, Zoom, Word
- Experience with non-profit office management, project management and timelines
- Must have exceptional attention to detail

- Strong organizational and time management skills, and ability to prioritize
- Integrity and discretion
- Proactive approach
- Accountable in time management
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities

Interested Candidates:

Submit a resume and cover letter outlining interest in the position describing how previous work experience fulfills the expectations for the role. Resumes will be accepted by email until the position is filled. They will be reviewed on a rolling basis as received. **Send to admin@kscashland.org** with “Operations Associate Application” in the subject line.

Compensation: \$20/hour; 20 hours per week (with option to add 1-4 hours per week during busy seasons); paid holidays & sick.