

Milarepa Center

1344 US Route 5 South *Lama Thubten Yeshe: Founder*
Barnet, Vermont 05821 USA *Lama Zopa Rinpoche: Spiritual Director*

OFFICE ASSISTANT WORK STUDY POSITION

This is a 30-hour per week position. Approximately 25 hours devoted to the office and 5 hours a week devoted to housekeeping, with some flexibility included, as needed. Reports to the Center Director.

Office Assistant Duties

- ✓ Communicate with and report directly to the Center Manager
- ✓ Answer phone and check voice mail and e-mail regularly for incoming messages; distribute to appropriate party and/or respond when necessary
- ✓ Prepare and send appropriate information to people who phone, write or e-mail
- ✓ Assist with keeping track of retreat cabin reservations and rentals
- ✓ Ensure that waiver forms are completed by all retreaters and program participants
- ✓ Help show retreaters to their dorm/cabin
- ✓ Greet visitors and give hospitality tours (both scheduled and unscheduled) to interested parties
- ✓ Photocopying, scanning, mail collecting, posting and sorting, faxing, general errands and a variety of other duties
- ✓ Update mailing, e-mail and prayer lists
- ✓ Assist with general administration, program promotion and special projects, i.e., fundraising mailings, membership solicitations, etc.
- ✓ Assist with all bulk and regular mailings of newsletters, flyers, postcards and special event materials
- ✓ Assist with posting flyers around the area
- ✓ Filing; organizing records

General Work Study Duties

- ✓ Attend weekly Work Study meeting
- ✓ Be present during all programs to work on an as need basis to help the program run smoothly
- ✓ Set up and take down water bowl offerings on a rotating schedule
- ✓ Set up dinner for staff and guests on a rotating schedule
- ✓ Attend morning meditations (4 times per week) and other special programs designed specifically for Work Study participants
- ✓ Daily housekeeping
- ✓ Take on special projects from time to time that may not be listed here
- ✓ Be available to cover other staff positions as needed
- ✓ Help with social media, such as Facebook and Instagram

