



GARRISON INSTITUTE

## **Front Office Assistant**

September 2011

The Garrison Institute, a non-profit, non-sectarian organization located in Garrison, NY is currently seeking a fulltime Front Office Assistant. The mission of the Garrison Institute is to apply the transformative power of contemplation to today's pressing social and environmental concerns. The Institute explores the intersection of contemplation and engaged action in the world, helping build a more compassionate, resilient future.

The Front Office Assistant will serve as a front office receptionist, general administrative support staff and as an assistant registrar in our registration department. Duties include being the first point of contact for all visitors and phone inquiries; providing administrative and clerical expertise to multiple departments, assisting with guest registration tasks, and performing retreat center duties.

We are looking for a motivated, self-starter who has the ability to handle multiple tasks and projects concurrently. She/he will possess excellent interpersonal and oral communication skills with strong attention to details and proven organizational skills. Candidates must possess a high level of proficiency with computers including using MS Office, databases and conducting internet research.

The position requires experience with general office procedures and clerical duties. Successful candidates will be customer service orientated, technically savvy and enjoy working in a collaborative work environment. Applicants with experience working for a non-profit organization or a spiritual center are preferable as is having an interest in contemplative practices. A college degree with a background in religious studies is also beneficial. Due to the nature of our work and the retreat center, varying shifts and some weekends are necessary.

The Garrison Institute presents a wonderful opportunity to work in a beautiful, contemplative setting with a like-minded, thoughtful community. This is a salaried position which includes a competitive insurance and fringe benefits package.

To learn more about our work, please visit our website, [www.garrisoninstitute.org](http://www.garrisoninstitute.org). To apply, send a cover letter and resume to: Garrison Institute, Attn: HR/Recruitment, PO Box 532, Garrison, NY 10524 or via email, [recruitment@garrisoninstitute.org](mailto:recruitment@garrisoninstitute.org). Please, no phone calls.

*The Garrison Institute is an equal opportunity employer.*