



MOUNT MADONNA

445 Summit Road, Watsonville, CA 95076 · (408) 847-0406 · www.mountmadonna.org

Human Resource Development Staff Support Administrator

Experience creative self-expression and rich connections in an environment where heart and meaning are a part of everyday life! Mount Madonna Center is offering a unique opportunity for an inspired and motivated individual interested in serving within a renowned retreat center and multigenerational yoga community overlooking Monterey Bay. Mount Madonna Center is located in beautiful natural surroundings on 380 redwood acres.

Mount Madonna is a center for learning that offers practices for living for the sincere seekers, thought leaders, retreat goers, teachers and students who desire an experience at the source. Since 1978, we have been honored to host both luminaries and practitioners in spiritual and religious traditions, artistic endeavors, social justice, and conscious business, among many others. Our residential community of practice and activities have been inspired by the yoga teachings and example of master yogi, Baba Hari Dass.

Mount Madonna prioritizes diversity, equity, inclusion, and belonging and strives to create a culture that empowers and supports individuals to bring their full and authentic self to the workplace.

We look forward to hearing from you!

POSITION: Human Resource Development Staff Support Administrator

JOB LOCATION: Mount Madonna Center - 445 Summit Road, Watsonville, CA 95076

REPORTS TO: Human Resource Development Manager

JOB SUMMARY:

The HRD Staff Support Administrator is part of Mount Madonna's Human Resource Development Team. The Administrator works closely with the HRD team, which

includes the HRD Manager, the HRD Staff Support Coordinator, and an HRD Advisor, to oversee all details of the staff journey from inquiry to offboarding.

The Administrator also works with members of the Operations team, as well as Area Leads, to support the overall staffing objectives of the organization. The HRD Staff Support Admin is specifically focused on recruitment and intake and works proactively to provide adequate staffing for the retreat center's operations.

The ideal candidate for this position will have excellent communication and interpersonal skills. This position requires a welcoming attitude and the ability to represent the MMC's mission, vision, and values in a coherent and inspiring way, while expanding the diversity of talents and backgrounds in our community. . This position requires excellent organizational and administrative skills, and the ability to manage processes from start to finish.

Responsibilities include, but are not limited to, the following:

- Develops, facilitates and implements all phases of the recruitment process
- Manages MMC's outreach and recruitment venues
 - Sets up profiles/accounts, payment processes
 - Communicates with the Webgroup to ensure the internal recruitment webpage is current
- Collaborates with Managers and Area Lead to identify staffing needs
 - Drafts detailed and accurate job descriptions and hiring criteria
 - Assists with the coordination of onboarding and orientation schedules
- Communicates needs and opportunities
 - Prepares and finalizes job descriptions for all employment postings, making updates as needed
 - Ensures that communications and marketing materials are accurate and up to date
 - Review applications and make initial calls to qualified candidates
- Oversees the staff "pipeline"
 - Intake: post job descriptions, respond to inquiries in a timely manner
 - Organizes application and resume submissions, and set up interviews for new candidates

- Communicates with applicants regarding status of their application
- Schedules check-in meetings to support current staff
- Schedules closure meetings for exiting employees
- Manages recruitment and orientation processes on Monday.com.
- Oversees offboarding processes
 - Utilizes Monday.com to ensure all steps in the offboarding process are followed and completed
- Tracks employees completion of safety trainings
- Works closely with HRD Staff Support Coordinator on a variety of HRD projects
- Other duties may be assigned as needed
- Reports to Human Resource Development Manager

Key skills, experience, and requirements:

- Excellent verbal and written communication skills
 - Ability to create and implement sourcing strategies for the recruitment of a variety of positions
 - Proactive with the ability to take initiative
 - Ability to use and learn new software with ease
 - Ability to act with integrity, professionalism, and maintain confidentiality
 - Excellent organizational skills and attention to detail
 - Excellent time management skills and ability to meet deadlines
 - Minimum one year of HR or recruitment experience preferred
 - Proficient with Google Suite and Monday.com a plus
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JOB TYPE: Part-time 28 hours/week.

RATE OF PAY: \$18 to \$22/hour, depending on experience.

BENEFITS:

- 2 weeks per year of accrued paid vacation, rolls over for a maximum accrual of 3 weeks

- 40 hours of sick time per year
- Employee Sponsored Retirement Savings Plan after 3 months of employment
- Employees who commute receive one meal per day while working onsite, and reduced overnight accommodations when work-related
- Reduced rates on massage
- Access to:
 - Meditation, asana (postures), and yoga philosophy classes
 - Walking/hiking trails with broad vistas, redwood forests, ponds and wildlife
 - Seasonal retreats and programs
 - Community events
 - Cafe and bookstore
 - Community garden and chickens
 - Hot tub

APPLICATION: Thank you for your interest! Please send your resume and cover letter to work@mountmadonna.org.

Mount Madonna Center maintains a policy of providing equal opportunity in all aspects of employment.

a) It is the policy of Hanuman Fellowship to ensure equal employment opportunity for all persons regardless of race, color, religion, age, disability, national origin, creed, gender, gender identity, sexual preference or any other non-merit factor.

b) It is the policy of Hanuman Fellowship to ensure equal treatment, including but not limited to recruitment, hiring, promotion, discipline, compensation, assignment, benefits, training, furloughs and rehiring.