



MOUNT MADONNA

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

Operations Manager

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: Operations Manager

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

REPORTS TO: Operations Director

Residential Position Required:

This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. Residential housing and all meals are included for all residents. Residents pay a modest monthly activity fee based on the total number of hours contributed. Those interested in joining our

multigenerational residential community would be open to living in an intentional yoga community and engaging with others in a positive way. We ask everyone to abide by the vegetarian guidelines while on the property. More details about the residential agreement will be provided during the interview.

JOB SUMMARY:

The Operations team is a dynamic, foundational part of the Center, and the Operations Manager serves as both a practical, as well as an inspirational, leader for Center's staff. The ideal candidate has excellent communication skills, is self-directed, extremely well organized, and loves to problem-solve.

This position requires creativity, adaptability, and strong interpersonal skills. The Center's staffing structure is multifaceted, and includes many types of staff members, (volunteers, contractors, residential, and non-residential employees), so the ideal candidate is able to work within a dynamic environment. Mount Madonna Center is in a period of transition and growth - we are looking for an enthusiastic individual with a startup mentality to bring our mission forward.

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

- Scheduling Oversight
 - Support the Operations Coordinator(s) in facilitating the weekly staff schedule, ensuring it is completed accurately and on time.
 - Assess scheduling demands and work to balance competing departmental needs.
- Development of Direct Reports and their Departments
 - Work hands-on with Area Leads to develop their leadership skills.
 - Work with Leads to establish goals for the future success of their areas.
- Fiscal Responsibilities
 - Provide oversight and development of area-specific budgets.
 - Support financial planning and forecasting to meet department goals.
- Event Coordination
 - Support the development and execution of major Hanuman Fellowship events.

- Establish protocols and procedures for each department to ensure the success of Hanuman Fellowship events from both a guest and staff perspective.

Key skills, experience, and requirements:

- Computer skills: Proficient in Google Suite, Microsoft Excel, and Word. Familiarity with Monday.com is a plus. The ability to adapt to custom software.
 - Strong communication (both oral and written) skill as well as interpersonal skills: Ability to mentor, support, and develop current staff, as well as the ability to interview incoming staff.
 - Time Management & Organization skills: Exceptional attention to detail and organization skills. Effective, hands on project management skills, including the ability to effectively manage numerous concurrent projects.
 - Minimum of 3 years experience with operations, logistics, account management or related experience in a fast-paced environment.
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JOB TYPE: Full-time 35 hours/week. Please note that hours may fluctuate from week to week and the ability to work on Saturdays and Sundays is required.

RATE OF PAY: \$22 to \$25/hr, depending on experience.

BENEFITS:

- Full - time 30 - 40 hours per wk:
 - Medical and dental insurance after 2 months of employment
 - 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.