



MOUNT MADONNA

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

EVENTS & HOSPITALITY COORDINATOR

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 intentional yoga community situated on 380 acres of beautiful redwoods, rolling meadows, and scenic vistas overlooking the Monterey Bay.

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 related activities have been inspired by the yoga teachings and example of master yogi Baba Hari Dass.

Mount Madonna is committed to 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: Part time Events and Hospitality Coordinator

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

REPORTS TO: Operations Manager

JOB SUMMARY:

The Events and Hospitality team executes the event setup for programs, retreats, and events for groups of 20-200 people, as well as personal retreat guests, on a year-round basis. From pre-arrival to departure, the Events & Hospitality team ensures that the meeting and facility spaces have everything

guests and leaders need for a smooth, comfortable, and well-resourced retreat.

The Events & Hospitality Coordinator coordinates on-the-ground tasks and logistics, and directs volunteer staff in completing needed functions. The position can be physically demanding, and requires organizational and interpersonal skills. The Events & Hospitality Coordinator reports to the Events & Hospitality Lead, within the Operations department, and has a cross-functional relationship with multiple departments in a dynamic organization, to facilitate the successful production of events and programs.

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

- Coordinate and execute the setup and breakdown of venues with the necessary seating options, equipment, props, and supplies.
- Assure the cleanliness and maintenance of meeting rooms and lodging facilities.
- Communicate with retreat leaders (once onsite) and Guest Services, to ensure that the group's needs are met.
- Train and supervise staff for continued improvement of services and safety requirements.
- Work with Events & Hospitality Manager and Operations to plan for, and coordinate, staffing needs for upcoming events and programs.
- Coordinate with Guest Services, Operations, Maintenance, Facility Projects, and Kitchen in order to functionally produce events, retreats and programs.
- Inventory and order housekeeping supplies, tea, snack food, paper goods and incidentals.
- Maintain and organize storage of furnishings and amenities.

Key skills, experience, and requirements:

- Must have excellent organization, communication, planning, and prioritization skills.

- Must be comfortable lifting up to 40 lbs.
 - Must have a current driver's license.
 - Must be comfortable using G Suite (Gmail, Google Calendar, Google Drive). Familiarity with Monday.com and Retreat Guru is a plus.
 - Hospitality or service industry experience preferred, Retreat or Conference Center experience is a plus.
 - Prior management or supervisory experience preferred.
 - Proficiency with Spanish is a plus.
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JOB TYPE: Part-time (24-29 hours/week)

RATE OF PAY: \$16.50 - 18.00/hour, depending on experience.

RESIDENTIAL POSITION AVAILABLE:

This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. We prefer to hire a residential staff member, but are accepting all applications. 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.

BENEFITS:

- Paid Vacation: 2 weeks per year of accrued paid vacation, rolls over for a maximum accrual of 3 weeks.
- Sick time: 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.

The Hanuman Fellowship dba 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.