



MOUNT MADONNA

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

IT OPERATIONS SPECIALIST

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: IT Operations Specialist

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

REPORTS TO: Systems Operations Director

JOB SUMMARY:

The IT Operations Specialist plays a vital role in ensuring the stability, security, and efficiency of Mount Madonna Center's technology infrastructure. This position supports the organization's mission by maintaining reliable computer systems, network connectivity, and communication tools that

enable seamless operations. By proactively addressing technical challenges and safeguarding digital assets, this role helps protect business continuity, optimize user experience, and minimize disruptions caused by cyber threats, system failures, or network outages. Given the critical nature of IT services, flexibility to respond to urgent issues outside regular business hours is necessary.

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

- Ensure reliable technology operations that maintain a stable and efficient IT environment supporting staff productivity and the organization's day-to-day functions.
- Strengthen network security and resilience to safeguard critical systems and data by implementing best practices to mitigate cyber threats and prevent service interruptions.
- Support communication and connectivity to enable smooth internal and external communication by ensuring the functionality and reliability of network services, phone systems, and collaboration tools.
- Optimize IT Systems & Processes to identify opportunities for technology improvements that enhance operational efficiency, reduce risks, and align with the organization's evolving needs. Provide insights and recommendations to drive continuous improvement in IT strategy.

Key skills, experience, and requirements:

- Proven experience supporting a Windows-based small enterprise LAN.
- Hands-on experience with macOS, Google Workspace Admin, Windows servers, Active Directory, and general network administration.
- Proficiency in PC hardware and software installation, maintenance, and troubleshooting. Including the ability to lift, transport, and install all related equipment.
- Experience in managing network infrastructure including digital phone systems and printers.
- Networking experience with Cisco IOS and Ubiquiti Unifi.
- Proficiency in using command-line interfaces (CLI), including Windows Command Prompt, PowerShell, and Unix/Linux terminal, and SSH for troubleshooting, system administration, and scripting tasks.
- Ability to learn and apply new technologies quickly.
- Experience with help desk ticketing systems (using Monday.com) and remote support tools.

- Prior experience in non-profit environments is a plus.
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JOB TYPE: Part-time, 24-29 hours/week.

RATE OF PAY: \$20.00-\$24.00/hr, depending on experience.

RESIDENTIAL POSITION AVAILABLE:

This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. Housing and 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:

- 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
- 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.