



MOUNT
MADONNA

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

OPERATIONS 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!

TITLE: Operations Coordinator

POSITION TYPE: Part-time, 24-29 hours per week. Hours may fluctuate from week to week, weekends are required

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

RATE OF PAY: \$17.00 to \$20.00 per hour, depending on experience

REPORTS TO: Operations Manager

WORK ARRANGEMENT: Option for residency or daily commute/hybrid, details below

POSITION SUMMARY: The Operations team is a dynamic part of the Center's administration, acting as a central hub for the coordination of staff resources, business operations, community organizing, and event coordination. The Operations Coordinator will work closely with the Operations Director, Operations Manager, and Program Coordinators to facilitate the seamless execution of Center operations and programming.

The ideal candidate has excellent communication skills, is self-directed, extremely well organized, and loves to problem-solve. Being a part of the Operations team requires a wealth of creativity and adaptability, as well as strong interpersonal skills. Mount Madonna Center is in a period of great transition and growth - we are looking for an enthusiastic team member with a startup mentality within the context of an established organization.

CORE RESPONSIBILITIES:

- Scheduling Completion & Oversight
 - Collaborating with the Operations Manager to ensure effective execution of the weekly staff schedule
 - Ensuring standards across service areas are met through proper staffing
- Administrative Oversight & Support
 - Ensuring consistent standards and protocols are in place across various service areas of the Center
 - Maintaining and adapting current administrative systems to support smooth operations
- Cross-functional Coordination:
 - Maintaining a working knowledge of all service areas and departments
 - Collaborating with Program Coordinators, Temple Staff, and Area Leads to support ongoing retreats, programs, and events

- Working alongside Human Resources Development and Community Well-Being departments to support the Volunteer Program, including recruitment, onboarding, scheduling and other tasks

QUALIFICATIONS & SKILLS:

- Proficiency in Google Suite, Microsoft Excel, and Word; ability to adapt to custom software; familiarity with Monday.com a plus
 - Strong communication skills (oral and written), including negotiation and compromise that effectively and generously supports staff
 - Exceptional attention to detail and organization; excellent project management of numerous concurrent projects with decisiveness and initiative
 - Two plus years experience with operations, logistics, project management or related experience in a fast-paced environment
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RESIDENCY AVAILABLE: This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. Residency includes housing, meals, and 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. While we prefer to hire a residential staff member, this role is available for daily commute with the potential to be hybrid.

BENEFITS:

- Two weeks per year accrued paid vacation, rolls over for a maximum accrual of three weeks
- Forty hours paid 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: 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 orientation 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.