



MOUNT MADONNA

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

PROGRAM 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: Program Coordinator

POSITION TYPE: Full-time, 32 hours per week

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

RATE OF PAY: \$18.00 to \$22.00 per hour, depending on experience

REPORTS TO: Operations Director

WORK ARRANGEMENT: Residency preferred, details below

POSITION SUMMARY: The Program Coordinator plays a vital role in creating transformative experiences for guests, teachers, and community members. This position bridges vision with logistics — ensuring that retreats and special programs flow smoothly from planning through completion while embodying the values of hospitality, collaboration, and service.

Working closely with staff, volunteers, and program leaders, the Coordinator helps weave together the many elements of a retreat — from schedules and activities to the welcoming atmosphere that allows participants to feel supported and inspired. This role requires both organizational skill and a spirit of service, balancing attention to detail with the ability to hold the larger purpose of the work.

The Coordinator partners across departments, supporting marketing, guest services, operations, and facilities to create an environment where transformation is possible. Whether supporting in-person gatherings, online offerings, or hybrid retreats, this position ensures that participants feel cared for and that program leaders have the resources they need to succeed.

Above all, the Program Coordinator serves as a steward of community and connection, helping each retreat express the organization's mission and values while offering guests a meaningful, life-enriching experience.

CORE RESPONSIBILITIES:

- Partnering with teachers, staff, and volunteers to deliver retreats and programs that are aligned with the organization's mission and values
- Providing gracious, attentive support to guests, ensuring an exceptional experience from arrival through departure
- Collaborating across departments — including guest services, operations, facilities, marketing, and resident communities — to ensure seamless program flow
- Maintaining a calm and solution-oriented presence while balancing multiple priorities and timelines
- Supporting retreat leaders and facilitators with logistics, communications, and hospitality needs before, during, and after retreats

- Being present and coordinating onsite logistics during retreats
- Stewarding post-program follow-up processes, including debriefs, feedback, and financial tracking, to foster learning and continual improvement
- Contributing to a culture of collaboration, care, and excellence that uplifts both staff and guests

QUALIFICATIONS & SKILLS:

- Minimum of one year of experience in event or retreat coordination
- Background in hospitality and meeting management strongly preferred
- Capacity to learn and proficiently use a variety of software and technology systems (Google Workspace, Retreat Guru, etc.)
- Strong organization with the ability to juggle multiple tasks while remaining detail-oriented
- Excellent verbal and written communication
- Open, adaptable, and willing to learn in a dynamic environment
- Demonstrated commitment to providing excellent customer experience and guest care
- Experience supervising volunteers in event settings is strongly preferred
- Experience in hospitality, retreat centers, or educational institutions is a plus

RESIDENCY PREFERRED: 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 this staff member be residential, the role may be available for daily commute.

BENEFITS:

- Company-paid medical insurance after two months of employment. Options for self-paid dental and vision also available
- Two weeks of accrued paid vacation per year, rolls over for a maximum accrual of three weeks
- Forty hours of 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 wellness treatments
- 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.