



MOUNT
MADONNA

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

COMMUNITY WELL-BEING 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: Community Well-Being Coordinator

POSITION TYPE: Part-time, 24 hours per week

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

RATE OF PAY: \$17.25 to \$18.25 per hour, depending on experience

REPORTS TO: Community Well-Being Director

WORK ARRANGEMENT: Residency required, see details below

POSITION SUMMARY: The Community Well-Being (CWB) team advocates for and supports the health and well-being of the resident and staff community at Mount Madonna Center. This happens through cultivating a sense of belonging in ways that create opportunities for connection and promote the values of Mount Madonna. These values include personal transformation, spiritual practice, stewardship of sacred land, preservation of wisdom, lifelong learning, care, belonging, and fostering peace in the world.

The Community Well-Being Coordinator is responsible for supporting the resident and staff experience at Mount Madonna Center in three key areas: internal event coordination, internal communications, and connection/check-ins with community members.

The ideal candidate is a highly collaborative person who welcomes and cultivates participation from others. They have experience living, working, and serving in a community; a commitment to well-being, equity, inclusion; and the ability to coordinate events, community discussions and retreats. Familiarity with yoga, meditation, community and wellness practices is ideal.

CORE RESPONSIBILITIES:

- Developing, coordinating, and leading internal events at Mount Madonna Center including:
 - Leading the Gathering Wisdom Series via themed engagement around topics that may include Black History Month, Women's History Month and others
 - Scheduling and facilitating or hosting Community Chats
 - Planning and participating in hosting three key holiday celebrations annually
 - Organizing and announcing birthdays & anniversaries
 - Supporting residents in proposing and hosting events that engage their unique gifts and talents

- Planning and coordinating Annual Resident/Staff Community Retreat
- Coordinating or offering audio/visual support for resident events at Mount Madonna, including Hybrid events
- Developing and leading events related to DEIB, policy, and promotion of well-being for the resident and staff community
- Managing Resident & Staff Events Google Calendar
- Coordinating Free Tickets for new residents to MMS Winter Productions and Ramayana
- Additional duties related to community support as assigned by the CWB Director
- Internal communications:
 - Compiling, editing, and publishing regular and ongoing Resident/Staff communications via email, Whatsapp, and the Dashboard
 - Overseeing the MMC Dashboard - Internal webpage for resident resources and coordinating updates as needed
 - Regular maintenance of the Mount Madonna Resident Guidebook
 - Aligning internal communication with overall communication strategy
 - Maintaining the Resident and Staff Events google calendar and invites
- Community connection:
 - Supporting meaningful engagement between residents and Mount Madonna satsang
 - Connecting residents and staff to support and resources as needed to encourage well-being
 - Meeting with new volunteers during first 3-4 weeks for check ins and support around orientation to the community
 - Contributing to the design of equitable and inclusive resident policies & processes
 - Supporting the Diversity, Equity, Inclusion, and Belonging (DEIB) focus group in leading resident and staff events

- Additional responsibilities:
 - Welcome & arrivals orientation for new residents
 - Deliver or assist the director in delivering the Essentials Orientation for new residents and staff
 - Create welcome packets for new employees and volunteers
 - Appreciation and farewell recognition for employees and volunteers
 - Collaborating with other Mount Madonna staff and departments as needed
 - Coordinating rehousing residents without generators or gas heat during power outages through the *Rehousing Residents* WhatsApp group
 - Work with Housing and Guest Services to determine available housing.
 - Depending on availability, resident housing is first option, then GS housing
 - On-Going Meetings & Trainings
 - Participating in staff meetings, including regular one-on-one with supervisor, monthly all-staff meetings, Annual Resident/Staff Community Retreat planning, and other staff meetings as needed, especially around event and holiday planning
 - Mental Health First Aid training, and all other health and safety trainings as required

QUALIFICATIONS & SKILLS:

- Familiarity with the resident and staff community of Mount Madonna
- Minimum one year experience in events planning and coordination in hospitality, retreat centers, or educational institutions preferred
- Excellent skills in Google-suite
- Excellent listening skills
- Previous experience: Ability to attend to multiple tasks and remain detail-oriented; open and willing to learn, finds joy in problem solving, pivoting and responding to community needs
- Flexibility in scheduling to accommodate hosting events that may occur outside of regularly established work hours

RESIDENCY REQUIRED: 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.

BENEFITS:

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