



**MOUNT  
MADONNA**

445 Summit Road, Watsonville, CA 95076 · (408) 847-0406 · [www.mountmadonna.org](http://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!

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**TITLE:** Events & Hospitality Coordinator

**POSITION TYPE:** Part-time, 24-29 hours per week

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

**RATE OF PAY:** \$17.00 - 18.00 per hour, depending on experience

**REPORTS TO:** Events & Hospitality Lead

## WORK ARRANGEMENT: Daily commute

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**POSITION SUMMARY:** The Events and Hospitality team offers production support for programs, retreats, and events at Mount Madonna Center on a year-round basis to groups ranging from 20 to 200 people. From pre-arrival to departure, Events & Hospitality ensures meeting spaces have everything guests and leaders need for a smooth, comfortable, and well-resourced retreat.

This position is responsible for coordinating on-the-ground tasks and directing volunteer staff in completing needed functions. The work can be physically demanding and requires proficient organizational and interpersonal skills. Events & Hospitality is an extension of the Guest Services team and has a cross-functional relationship with multiple departments to facilitate the successful production of events and programs.

### CORE RESPONSIBILITIES:

- Coordinating and executing setup and breakdown of meeting spaces with necessary seating arrangements, equipment, and supplies
- Ensuring cleanliness and maintenance of meeting spaces and lodging
- Liaising with onsite retreat leaders and Guest Services as needed to meet group needs
- Training and supervising staff to meet service standards and safety requirements
- Collaborating with Guest Services, Operations, Maintenance & Facilities, and Kitchen teams as needed
- Maintaining inventory of housekeeping supplies, tea, snack food, paper goods and incidentals
- Organizing storage of furnishings and amenities
- Additional duties as assigned

### QUALIFICATIONS & SKILLS:

- Excellent organization, communication, planning, and prioritization skills

- Lifting up to 40 lbs without exertion
- Current driver's license
- Experience with Google Suite preferred, familiarity with Monday.com and Retreat Guru platforms a plus
- Prior management or supervisory experience preferred
- Hospitality or service industry experience preferred, retreat or conference center experience a plus
- Bi-lingual in Spanish and English a plus

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#### BENEFITS:

- Two weeks per year of accrued paid vacation, rolls over for a maximum accrual of three weeks.
- Forty hours of sick time per year
- Employee Sponsored Retirement Savings Plan after three 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](mailto:work@mountmadonna.org).

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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.