



MOUNT MADONNA

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

PROGRAM MANAGER

Experience creative self-expression and rich connections in an environment where heart and meaning are a part of everyday life! [Mount Madonna Center](http://MountMadonna.org) 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 Manager

POSITION TYPE: Full-time, 32-40 hours per week

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

RATE OF PAY: Hourly, \$22.00 to \$27.00 per hour, depending on experience

REPORTS TO: Program Director

WORK ARRANGEMENT: Residency available, details below

POSITION SUMMARY: Mount Madonna Programs team is a vital part of a newly developing department that offers both significant responsibility and opportunity. The department brings Mount Madonna sponsored programs — online and in-person classes, day-long programs, weekend workshops, annual multi-day hybrid retreats, and multi-month trainings — to life, advancing our mission and the legacy and lineage teachings of Baba Hari Dass.

The Program Manager bridges vision and logistics. Working closely with the Program Director, teachers, staff, and volunteers, this role carries programs from planning through completion and partners across guest services, operations, facilities, and marketing so that program leaders have what they need and participants feel cared for. The work asks for organizational rigor and a spirit of service in equal measure, attention to detail held alongside the larger purpose of the work.

CORE RESPONSIBILITIES:

- Manage Mount Madonna sponsored programs end to end, overseeing timelines, logistics, internal communications, and hospitality needs before, during, and after each program
- Serve as the primary point of contact for teachers and presenters, coordinating agendas, schedules, space, materials, and equipment requirements
- Set up and maintain program listings, registration, and rosters in Retreat Guru; coordinate with marketing on launch dates and promotion timelines
- Collaborate across guest services, operations, facilities, marketing/communications, and the resident communities to ensure attentive engagement with guests from arrival through departure
- Be present onsite during programs, managing logistics, room and AV setup, and real-time problem solving; follow Center emergency and safety protocols
- Coordinate volunteers and program support staff, including scheduling, orientation, and day-of direction
- Lead post-program debriefs and feedback review, and apply what is learned to the next offering
- Contribute to annual program calendar planning and to a culture of collaboration, care, and excellence

- Other responsibilities, as needed

QUALIFICATIONS & SKILLS:

- Minimum of two years of experience in project management
- Proficiency with a variety of software and technology systems, including Google Workspace, monday.com, Retreat Guru, etc.
- Outstanding organizational 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 quality customer experience and guest care
- Experience supervising volunteers in an event setting is preferred
- Background in educational institution, hospitality, and/or event or meeting management is preferred

Physical Requirements:

- Ability to ascend/descend stairs; reach, bend, and frequently lift up to 30 pounds independently

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 it is preferable for this staff member to 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 calendar 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 three (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.