



MOUNT
MADONNA

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

INFORMATION TECHNOLOGY (IT) COORDINATOR

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: Information Technology (IT) Coordinator

POSITION TYPE: Part-time, 8-12 hours per week

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

RATE OF PAY: \$18.25 to \$18.50 per hour, depending on experience.

REPORTS TO: Systems Operations Manager

WORK ARRANGEMENT: Daily Commute

POSITION SUMMARY: The IT Coordinator helps oversee computer, network, and general technology use for Mount Madonna, working directly with staff on technical issues. This position serves guests, staff, and residents, so the best candidate will be able to address the varying needs of these different groups. The role requires hospitality, technical troubleshooting, and security awareness, and is well suited to an organized, adaptable individual who enjoys variety and can move comfortably between guest-facing, technical, and operational tasks.

CORE RESPONSIBILITIES:

- Resolve problems with hardware and software and troubleshoot systems for staff across the organization
- Install, configure, repair, and replace computer hardware and software components
- Provide end-user wireless network troubleshooting and support general network administration
- Create and manage user domain and email accounts; support Google Mail and apps administration
- Ensure proper documentation and closure of IT tickets
- Communicate with the IT team and outside vendors regarding network issues, and properly escalate unresolved queries
- Test and evaluate new technology as needed
- Additional duties as assigned

QUALIFICATIONS & SKILLS:

- Experience in customer service, IT support
- Proficient computer skills, including Google Workspace and Microsoft 365; experience with Windows-based small enterprise LAN, Active Directory, and general network administration a plus
- Experience with Monday.com a plus
- Effective written and oral communication skills with guests, staff, and volunteers

- Ability to work efficiently both independently and as part of a team, with real-time problem-solving skills
 - Proficient time-management and organizational abilities
 - Comfortable with both administrative tasks and physical work (e.g., lifting/transporting equipment, etc)
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BENEFITS:

- Forty hours of paid sick time per calendar year
- Employee Sponsored Retirement Savings Plan after 3 months of employment
- Employees who commute receive one meal per day while working onsite and reduced pricing on lodging when work-related
- Reduced rates on wellness treatments and other retail services
- 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. It is the policy of Hanuman Fellowship to ensure:

a) 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) Equal treatment, including but not limited to recruitment, hiring, promotion, discipline, compensation, assignment, benefits, training, furloughs and rehiring.