



MOUNT
MADONNA

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

OPERATIONS 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: Operations Coordinator

POSITION TYPE: Part-time, 20 hours per week

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

RATE OF PAY: Hourly \$22.00 to \$25.00 per hour, depending on experience

REPORTS TO: Chief Operating Officer

WORK ARRANGEMENT: Commuter with potential for remote work

POSITION SUMMARY: The Operations Coordinator helps project and initiative owners across Mount Madonna move their work forward. This role strengthens follow-through, visibility, and coordination across the organization, while ownership of the work stays with the people leading it.

This role works with significant independence. It partners directly with senior leaders, uses sound judgment about what needs attention and when, and keeps commitments on track without needing close direction.

In practice, a typical week may include keeping project trackers current, checking in with project owners on upcoming deadlines, preparing materials for leadership meetings, following up on action items, and helping a department put a new process into place. The specific work will shift as organizational priorities change.

WHAT SUCCESS LOOKS LIKE: Leaders know where their projects stand, important deadlines are met, decisions move forward in a timely way, and new practices actually take hold.

CORE RESPONSIBILITIES:

Tracking & Regular Reporting

- Maintain systems that give leadership clear visibility into projects, deadlines, and commitments
- Support the flow of incoming requests so they reach the right people
- Keep information current and surface items that need attention
- Provide regular updates on progress, open issues, and decisions needed

Administrative Support

- Support leadership meetings and help ensure follow-through on action items
- Maintain organizational records and documentation

Initiative Support

- Help new standards, processes, and practices get established and sustained across the organization

Cross-Department Collaboration

- Work with leaders across departments, handling sensitive information with discretion

Other duties as assigned

QUALIFICATIONS & SKILLS:

- Organized, proactive, and reliable in following through; tactful and persistent when working with people over whom you have no formal authority
- Clear, concise writing, including short status summaries for busy leaders
- Comfort with Monday.com or a similar project tool (such as Asana, Trello, or Smartsheet), along with spreadsheets, documents, and scheduling tools
- Sound judgment with confidential information and ease working with a wide range of people in a mission-driven community setting
- Prior administrative, operations, or project coordination experience a plus, especially in hospitality, retreat centers, nonprofits, or multi-department organizations

PHYSICAL REQUIREMENTS

- Ability to work at a computer for extended periods
- Ability to walk between buildings on a hilly, rural campus
- Ability to occasionally lift up to 40 pounds

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

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. Applications without a cover letter will not be considered.

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.

