



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 yoga community overlooking 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 activities have been inspired by the yoga teachings and example of master yogi, Baba Hari Dass.

Mount Madonna prioritizes 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!

POSITION: Operations Coordinator

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

REPORTS TO: Central Operations Manager

JOB SUMMARY:

We have an immediate opening for an Operations Coordinator. The Operations team is a dynamic part of the Center's administration, acting as a central hub for the coordination of staff resources, business operations, community organizing, and event coordination. The Operations Coordinator will work closely with the Director of Operations, Operations Managers, Operations Assistant, and Programs Coordinator to facilitate the seamless execution of Center operations and programming.

The ideal candidate has excellent communication skills, is self-directed, extremely well organized, and loves to problem-solve. Being a part of the Operations team requires a wealth of creativity and adaptability, as well as strong interpersonal skills. Mount Madonna Center is in a period of great transition and growth - we are looking for an enthusiastic team member with a startup mentality within the context of an established organization.

Responsibilities of this position are, (however not limited to), the following:

- Scheduling Completion & Oversight
 - This position works closely with the Operations Assistant to ensure effective execution of the weekly staff schedule.
 - Ensures that standards across service areas are met through proper staff scheduling.
- Administrative Oversight & Support
 - Ensures consistent standards and protocols are in place across various service areas of the Center.
 - Helps to maintain and adapt current administrative systems in order to support smooth operations.
- Cross-functional coordination:
 - Maintains a working knowledge of all service areas and departments.
 - Supports retreats, programs, and events, in collaboration with the Program Coordinator, Temple Staff, and other Area Leads.
 - May work with the Human Resource Development team to interview candidates and coordinates the onboarding of new staff.
- Other duties as assigned.

Key skills, experience, and requirements:

- Computer skills: Proficient in Google Suite, Microsoft Excel, and Word. Familiarity with Monday.com is a plus. The ability to adapt to custom software.
- Strong communication skills (both oral and written), as well as the ability to negotiate and compromise.
- Time Management & Organization skills: Exceptional attention to detail and organization skills. Excellent project management skills, including the ability to effectively manage numerous concurrent projects. Hands-on approach to project management with a strong bias for action.
- Interpersonal skills: Ability to support staff and communicate effectively and generously.
- Minimum of 1-2 years experience with operations, logistics, project management or related experience in a fast-paced environment.

JOB TYPE: Part-time Position at 29 hours/week. Please note that hours may fluctuate from week to week and the ability to work on Saturdays and Sundays is required.

RATE OF PAY: \$17-20/hr, depending on experience.

Residential Position Available:

This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. We prefer to hire a residential staff member, but are accepting all applications. Residential housing and all meals are included for all residents. All residents contribute 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 agreements will be provided during the interview.

BENEFITS:

- Part - time (24-29 hours per week)
 - 2 weeks per year of accrued paid vacation, rolls over for a maximum accrual of 3 weeks
 - 30 hours of sick time per year
 - Employee Sponsored Retirement Savings Plan after 3 months of employment
 - Free meals cooked fresh daily for residential employees. For offland employees: one meal per day while working on site and reduced overnight accommodations when work-related
 - Reduced rates on Kaya Kalpa Wellness Center treatments.
 - Access to:
 - Meditation, asana (postures), and yoga philosophy classes
 - Walking/hiking trails with broad vistas, redwood forests, ponds and wildlife
 - Cafe and bookstore
 - Community garden and chickens
 - Hot tub
 - Community events
 - Seasonal retreats and programs

APPLICATION: *Thank you for your interest! Please send your resume and cover letter to work@mountmadonna.org.*

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.