



Retreats and Events 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: Retreats and Events Coordinator

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

JOB SUMMARY:

The Retreats and Events Coordinator serves within the Guest Services department and is a primary interface with event presenters and coordinators to arrange onsite details and offer support for their hosted program. As the Retreats and Events Coordinator, your main goal is to provide a smooth and welcoming experience that encourages return bookings.

This role is responsible for leading the arrangement process, which includes ensuring that the specifics of the client contracts are met, details are finalized and in place prior to arrival, and that presenters feel seen and heard throughout the duration of their engagement with Mount Madonna.

Other activities include ongoing email correspondence, virtual calls with presenters and their coordinators, and internal weekly meetings. The chosen candidate will work in

collaboration with other Mount Madonna departments including events and hospitality, kitchen and dining room, operations, housekeeping, and our retail businesses.

There are several key qualities that support success in this position; remaining grounded amidst a quick-paced environment, a sincere appreciation for the art of hospitality, being able to see the big picture with a keen attention to detail, and being able to balance the requests of the group presenter's with the Center's capacity. The opportunity to connect with the diverse groups and individuals that come to Mount Madonna to do their work, is one of the great benefits of this position.

JOB TYPE: Part-time (28 hours/week). Hours can often expand up to 38 hrs/week. Saturdays and Sundays are required. While groups are onsite, you will be their main point of contact, so please expect to answer text messages before and after hours. Your schedule will be reflective of onsite programming. Therefore being able to adapt to a changing weekly schedule is a must.

RATE OF PAY: \$18-\$25/hour, depending on experience

Responsibilities include, but are not limited to, the following:

- Act as a liaison between Mount Madonna Center and our event presenters and coordinators.
- Gather and formulate arrangement details like retreat schedule, meeting space set-up preferences, dietary restrictions, arrival times, program needs and more.
- Coordinate the group's needs with internal departments before and during their program.
- Be the main point of contact throughout the duration of their program, ensuring their needs are met efficiently and honoring Center parameters.
- As a Guest Services team member, you will also be required to cross-train in Guest Services administrative duties. For example, registering guests, answering phone calls, addressing walk-in guest requests, taking wellness appointments, and more.

Key Skills, Experience, and Requirements:

- Administrative experience in a customer service oriented organization, hospitality industry, or conference and retreat center.

- Possess knowledge of event and retreat industry and have 3+ years of related experience in event production.
- Able to work effectively while under pressure in a busy office environment, be able to adapt to unforeseen circumstances, and willing to work non-standard hours/weekends.
- A creative, forward thinker with a passion for setting up spaces that feel welcoming and professional for presenters and groups.
- Basic to intermediate computer skills required especially with Google Suite, MS Office & Excel, Canva or other design software. Experience with Retreat Guru software is a plus.
- Ability to offer suggestions for groups, anticipate their needs, and share ideas on how to optimize their programming.
- Clear communicator with all groups and Center staff, while also being a conscious team player that works easily with others.
- Heart-centered ability to make quick decisions that serve the whole, while holding clear boundaries, and ready to jump in at a moment's notice to be in service.

Residential Position:

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 open to other arrangements. Residential housing and all meals are included in a monthly fee, known as an Activity Fee (to be discussed in the interview process). 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 interviews.

BENEFITS:

- 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: meals while working on site and reduced overnight accommodations when work-related
- Reduced rates on Wellness Center offerings and discounts at café and bookstore
- Access to:
 - Meditation, asana (postures), and yoga philosophy classes
 - Walking/hiking trails with broad vistas, redwood forests, ponds and wildlife
 - 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.*