



## **Operations Manager/Training Center for Chinese health practices**

You are action and results focused, invested in making a positive difference by your effectiveness in moving projects forward. You stand out as a solution-finder, understanding how the pieces can come together for success. You have the ability to gather information for measuring, reporting and providing a factual basis for standardizing process and systems to support sustainable practices.

Your contribution to the team and company is to provide the decisiveness and spontaneity to achieve visible and measurable results; lift all team members to their highest contribution; lead by serving and inspire and motivate toward a common vision of excellent operations through client and team engagement. This will result in increased effectiveness of the services provided and the overall productivity and profitability of the business.

Our mission is to facilitate the integration of mind, body and spirit through sharing the skill, knowledge, love and energy of the ancient art and new science of Wisdom Healing Qigong. The vision of Wisdom Healing Qigong is to heal ourselves and our world—to realize human potential through the conscious evolution of mind and body, resulting in harmony, self-realization, integration and awakening, through a sustainable practice.

### **Job Description**

- Institute and implement effective strategies, processes and systems (especially IT) for event management, long-term business growth and sustainability and overall business functioning
- Produce events, including marketing, long-term scheduling and planning, registration, venue logistics, product sales and post event reconciliation and evaluation.
- Initiate and manage coordinated business functioning of legal, financial aspects as well as state and Federal requirements.
- Attend events including week-end, evening and week-day to support attendees and staff, including volunteers, resolve questions and challenges relative to venue and logistics, questions and requests for information, action to solve problems.
- Manage and collaborate with small staff and volunteers, including brainstorming and coordinating activities, assessing activities for efficiency, and supporting customer service for on-line and event customer service
- Optimize team contributions
- Perform day-to-day operations for all aspects of the business as needed
- Initiate and sustain strategic alliances and partnerships.
- Build business and program development of newly-established international center partnership.

The Chi Center is a small business located on the campus of Earthrise in south of Petaluma. You will join a passionate, dedicated team ready to expand the organization with you. The position is FT exempt and requires on-site presence with consideration for limited telecommute.

### **Hiring Process**

Please let us know of your interest by sending us an email, (and attach your resume) so we can be in contact with you and mail to: [application@chicenter.com](mailto:application@chicenter.com). We will be in contact with you with information on next steps in this review.

Thank you for your interest! Please no phone calls.