

<b>Job Title:</b>	Mindful Workplace Facilitator	<b>FLSA Status:</b>	PT / Contractor
<b>Department:</b>	Administrative/Education	<b>Job Grade:</b>	
<b>Reports To:</b>	Chief Operating Officer	<b>Revised By:</b>	Jennifer Blue/Linda Snyder
<b>Location:</b>	Remote	<b>Revised Date:</b>	December 2022

### Position Summary

The Mindful Workplace Facilitator works under the COO. The core function of this position is to facilitate, and grow the Mind Body Align At Work program.

This person will work with our team to improve and refine our At Work program. Other duties may include leading community mindfulness sessions and supporting our educator professional development programs.

### Key Position Results (or Job KPI's)

Responsible for facilitating the Mind Body Align At Work Program for companies of all sizes and types. Responsible for familiarizing themselves with Mind Body Align core values and mindfulness instruction as well as other Mind Body Align programs.

- Maintains excellence with the clients and with team members
- Delivers mindful content and practices while upholding the values of Mind Body Align
- Maintains a personal mindfulness practice (we can't teach what we don't practice)
- Shares ideas to improve programs and increase client engagement
- Incorporates feedback from clients and the team
- Attends required meetings and trainings
- Able to independently facilitate the Mind Body Align At Work program virtually
- Supports fellow team members by providing feedback and sharing ideas around program and process improvements.

### Duties and Responsibilities

- Facilitate the Mind Body Align At Work program
- Participate in the development and creation of certain pieces of mindful content
- Stay up to date with current trends and best practices in mindful facilitation
- Collaborate with the team in order to produce mindful content including blog posts for educational, sales, and marketing purposes
- Communicate and collaborate effectively
- Identify the needs of clients and assure that Mind Body Align is meeting those needs
- Attend required team meetings.
- Communicate effectively and execute projects on time.
- Responsible for the on-time, efficient, cost-effective execution and seamless delivery of all final work.
- Work an average of 20-25 hours per week - hours need to be flexible in relationship to scheduled company activities, client availability, events and programming.
- Complete company provided continuing education in mindfulness.
- Honor and adhere to the company mission, values and agreements.

- Collaborate and work as part of our team to complete all of the tasks necessary to sustain and grow the company.

### **Critical Knowledge, Skills and Abilities**

- Mindfulness Facilitation Certification or extensive experience
- A minimum of five (5) years of mindfulness facilitation experience
- Yoga certification or breathwork certification a plus
- Experience coaching
- Experience coordinating and delivering professional development a plus, not required
- Ability to coordinate and collaborate with diverse groups of professionals across multiple departments and organizations
- Ability to work on small, focused teams to complete critical milestones with tight deadlines
- Ability to apply knowledge of mindfulness to workplace environments
- Able to work independently as well as cooperatively with client and the Mind Body Align Team
- Intermediate knowledge of technology to include, but not limited to, Zoom, Google Workspace, Word, Excel, Trello and communication software
- Ability to develop respectful professional relationships
- Skilled in time management, ability to effectively achieve multiple goals and manage multiple projects simultaneously
- Passionate about the importance of mindfulness and improving the lives of clients
- Must have the ability and technology to work remotely
- Must be willing to travel periodically for training and/or conferences

### **Professional Development**

We prioritize professional development in order to help employees become more skilled in their position and achieve results. We also dedicate time to train as a team on competencies that will advance the company.

### **Technology**

Must have a solid knowledge of Google Workspace (to include documents, sheets, forms, drive, slides, mail and calendar), Trello or similar project management software, Zoom

Must have reliable internet connection in remote locations along with computer equipment to perform daily job functions.

### **Compensation and Benefits**

Technology Reimbursement Benefit  
Cell Phone Reimbursement Benefit  
Time off benefits to most part-time associates  
Employee Assistance Program  
Flexible Schedule

### **Advancement Opportunities**

We value advancement from within our company and we anticipate growth in our market. This position may be eligible for full-time status based on contracts awarded.

**About Mind Body Align, LLC**

Transforming the world through mindfulness, Mind Body Align improves lives by teaching mindful social-emotional learning that meets state curriculum standards in schools, to teachers, and in communities. Mind Body Align also improves the profitability of businesses by offering mindfulness education as an employee resource and benefit. Studies show mindfulness positively impacts academic and professional performance, focus, collaboration, and job satisfaction.

Signature of Employee \_\_\_\_\_

Signature of Manager \_\_\_\_\_

Date \_\_\_\_\_