

# OPTIMAL OASIS - WELLNESS CENTER IN LAUREL SEEKS PT CENTER COORDINATOR

## **WHO WE ARE:**

We are a boutique wellness center located in Laurel, MD. We believe *mindful movement matters* in all aspects of life, and that self-care is OPTIMAL care. Our vision is supporting a niche clientele in creating and sustaining optimal care in their lives through mindful movement (yoga), mindful breath (meditation), mindful touch (massage) and mindful living (health workshops).

## **HOW WE FLOW:**

Connected to a thriving clinical Chiropractic practice, Optimal Oasis serves as an incubator for mindful wellness practitioners to house their own businesses. These include registered yoga instructors, licensed massage therapists, skilled meditation teachers and dynamic health educators.

Optimal Oasis features 2 movement studios for small classes (up to 8 persons), 1 massage room and one meeting room (up to 12 persons, classroom style). We believe big things happen in small spaces and focus on delivering the best service in an environment of tranquility.

## **WHAT WE NEED:**

We are seeking a **highly-organized free spirit**: someone who desires to grow dynamically — personally and professionally — in the role of **PT Center Coordinator**. When you see a need, you meet it. When you glimpse an opportunity, you move on it. When you need a break or to draw a boundary, you do so to preserve YOUR well being as well.

### IF YOU ARE:

- Organized and self-directed
- Attentive to details (meticulous)
- Take initiative
- Practice mindfulness
- Willing to learn
- A natural networker that enjoys connecting with people
- A Savvy marketer
- Comfortable wearing many hats
- Transparent, Innovative, Forward-Thinking

AND IF YOU'RE GOOD WITH (OR WILLING TO LEARN):

- Google Applications
- SuperSaas (similar to MindBody or other appointment software)
- Invoicing via PayPal
- Asana (task management software)
- Social media management (Facebook & Instagram)
- Mailchimp (crafting newsletters)
- Writing & editing contracts/agreements
- Researching & attending networking events
- Effective communication with people
- Responding promptly to emails, social media replies & phone messages

***If the traits above describe you and the details below excite you, email your resume and answers to the supplementary application questions to [teamoptimaloasis@gmail.com](mailto:teamoptimaloasis@gmail.com).***

## **ROLE:**

### **NETWORKING (50%):**

- Attend local events, festivals and classes making connections with practitioners, individual clients and organizations who are interested in partnering with Optimal Oasis
- Host meetings with potential lessees, clients + organizations
- Build a team of trustworthy professionals + businesses that can support Optimal Oasis
  - Handyman
  - Plumber
  - Brander
  - Social Media Marketer
  - General Contractor
  - Electrician

### **ADMIN (20%):**

- Ensure smooth, efficient flow of facilities
- Act as a touchpoint for lessees + guests
- Oversee scheduling system
- Craft lease/rental agreements for lessees + guests
- Invoice practitioners on Fixed Lease Option
- Manage phone, website, social media + email communications
- Craft monthly happenings newsletter for Oasis

### **MARKETING (20%):**

- Connect clients to practitioners
- Build connections with local businesses who could benefit from our services
- Build Optimal Oasis' online Facebook & Instagram communities posting updates on events, classes and services at Optimal Oasis

### **STUDIO MANAGEMENT (10%):**

- Ensure efficiency, safety, cleanliness + readiness of Oasis (weekly checks)
- Troubleshoot any issues that may arise in the studio (i.e. keeping kitchen stocked, checking on repairs needed, securing professionals to make repairs, etc.)

### **SUPPLEMENTARY APPLICATION QUESTIONS:**

1. How do you practice mindfulness in your life?
2. What experience do you have in management? (Think home-life management, professional experiences, studio management, projects, etc.)
3. How can Optimal Oasis support your short term (1 year) and long-term (5 year) goals professionally and personally?
4. Describe the kind of work environment in which you thrive.
5. What are you most seeking in your next place of employment?