



JOB ANNOUNCEMENT – HAZON

TEVA PROGRAM ASSISTANT (FALL SEASON), FALLS VILLAGE, CT

Teva is the premier Jewish environmental education program in the country. Our four-day *Shomrei Adamah* program provides transformational experiences in nature for Jewish day school students. We are seeking a Program Assistant who will support the logistical coordination and the educational goals of the program. We are looking for a creative, detail-oriented, and hard-working person to join the Teva team at the Isabella Freedman Jewish Retreat Center.

Teva's staff is comprised of musicians, artists, performers, scientists, athletes, scholars and lovers of life. Teva alumni have founded fourteen other Jewish environmental initiatives and are national leaders in the movement to create a healthier and more sustainable Jewish community and world. We value the growth and development of our staff as highly as the experiences of our students. For many alumni, Teva becomes a portal to an extended network of professional opportunities and lasting friendships in the Jewish community.

Responsibilities

- Support multi-day Teva programs at Isabella Freedman, on both the educational and administrative sides
- Staff Teva programming by working behind the scenes and front of house on to ensure program success;
- Work with day schools across the northeast to ensure a safe and exciting environment for all students
- Work with Teva educators to provide top-quality content and energy to the program, through assisting with electives, outdoor education, performances, prayer services, and large-scale games
- Live in an intentional Jewish community with the other educators and staff, including participating in staff and community meetings
- General support of all Teva and Hazon programs & projects as an integral part of the Hazon team

Qualifications

- Commitment to and a passion for Teva's mission and vision, both in relation to our specific day schools and the wider community
- A strong work ethic. We're looking for someone who works hard and effectively in a fast-paced, high-energy, creative environment
- Resourceful. You should be a quick learner, with good judgment and strong problem-solving skills;
- Positive attitude, including a sense of humor and grace under pressure

- Strong people and communication skills. Willingness to reach out to parents and teachers on the phone, in writing, and in person
- Flexibility; ability to adapt to unexpected changes in circumstances and schedules
- Ability to work independently as well as collaboratively, as part of a close-knit, interdependent team
- Prior experience with photography or journalism is a plus but not required
- Other specialty skills/knowledge are a plus (e.g. music, crafts, drama, wilderness skills, cooking, gardening, storytelling, group building, juggling, unicycling...you get the idea)

Compensation and Benefits

- \$2,400 for a four-month Program Assistantship (September 7 – December 16, 2015), with room and board provided by Hazon
- Free attendance at select weekend/holiday programming at Isabella Freedman Jewish Retreat Center
- Professional development and networking opportunities throughout season
- Participation in a vibrant ecologically-based Jewish community

How to Apply

Email a resume and thoughtful but brief cover letter to jobs@hazon.org, with the subject line "Teva Program Assistant."

Your cover letter should outline how your skills and experience meet the qualifications of the position. Applications will be reviewed on a rolling basis until the position is filled; please apply expeditiously

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.