



Retreat Manager

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We are excited to expand the team of people who help to develop and run over 40 transformative experiences at Isabella Freedman Jewish Retreat Center each year. This position takes a lead role in ensuring that every participant is supported to allow these amazing experiences to unfold.

We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21st century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, Philadelphia, Detroit, and San Diego.

We are hiring a Retreat Manager for the Transformative Experiences branch of Hazon's Program Department.

The Retreat Manager is the lead staff overseeing the operations of a retreat. This includes participant care and hospitality services, the use of program spaces, and facilitating the lead program staff in program delivery, in addition to holding responsibility for managing the program spaces and supplies needed to properly execute programs.

This position is based at Isabella Freedman Jewish Retreat Center in Falls Village, CT and will report directly to the Director of Transformative Experiences.

Responsibilities

- Staffing the Guest Services desk during retreats for 8-hour shifts, responsive to all program participant and teacher needs, answering questions and being the friendly face of Isabella Freedman, enjoying guest interactions from casual shmooze to public announcements to adeptly handling challenging guest situations.
- Coordinating with onsite operations staff to ensure event success
- Collaborating with program lead staff to plan set-up and breakdown of spaces
- Managing all program supplies and services on the ground in preparation for and during retreats including A/V equipment, yoga supplies, ritual objects, name tags, hospitality amenities, chairs, tables, relevant office supplies, etc.
- Supporting the mission of Hazon, such as playing support roles for planning programs including coordinating JOFEE programs, and liaising with operations staff to plan logistical details

Qualifications

- Outstanding customer service, communication and organizational skills
- Willingness to work evenings, Shabbat, weekends, Jewish and federal holidays.
- Creativity and a desire to take initiative and suggest fresh ideas, as well as willingness to learn and follow established protocols
- Detail-oriented, conscientious, thorough, creative.
- Ability to work independently on projects and work collaboratively with a diverse staff
- Basic Jewish religious literacy, and/or willingness to engage in intensive self-directed learning to achieve literacy (holidays, general practices, demographics, etc.)
- Someone who thrives in a fast-paced, high-energy environment
- A quick learner, with good judgment and strong problem-solving skills
- Commitment to and a passion for Hazon's mission and vision – renewing Jewish life and helping to create a healthier and more sustainable world for all

How to Apply

Email a resume and a thoughtful but brief cover letter to jobs@hazon.org, with the subject line "Retreat Manager." Your cover letter should outline how your skills and experience meet the qualifications of the position and state how you heard about this opportunity. Resume and cover letter should be in Word format.

Applications will be reviewed on a rolling basis until position is filled; please apply expeditiously.

Salary Range: This is an entry-level position. Full benefits package and generous vacation policy. Room and Board at Isabella Freedman Jewish Retreat Center in Falls Village, CT, may be available.

Equal Opportunity Statement: 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.