



## **Hazon Summer Internships in New York City**

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. In aggregate, we're seeking to shift the nature of what it means to be Jewish in the 21<sup>st</sup> 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 and have a retreat center in Falls Village, CT and offices in Boulder, Denver, Detroit, and San Diego.

We are seeking summer interns in our New York office in the following areas:

- **Food and Sustainability Programs**
- **Israel Engagement**
- **Jewish Outdoor, Food & Environmental Education (JOFEE)**
- **Fundraising Research**
- **Bike Rides Intern**

Descriptions of each of our summer internships are listed on the following pages.

### **How to Apply to Summer Internships**

- You must be able to commit to 30-40 hours of work per week. Monday-Thursday will be spent in our office, and Fridays will be together with the [CLIP](#) program doing Jewish learning and professional development.
- The internships will run from June 1 to August 11.
- Please submit your resume with cover letter, names and contact information of two references to: [jobs@hazon.org](mailto:jobs@hazon.org) with the name of the internship as the subject. Applicants that we're excited about will be asked to speak with a representative from CLIP as well.
- We will be accepting applications on a rolling basis until the internships are filled. We thank you for your interest in career opportunities with Hazon. Due to high volume, only those candidates selected for an interview will be contacted.
- Summer Interns will be compensated \$2,300.

**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.



## **Food and Sustainability Programs Intern**

The intern will help support the work of Hazon's food and sustainability work through education, action, and advocacy programs that operate in these areas. Some of these programs include: the new Hazon Seal of Sustainability - a certification program to support Jewish institutions working to cut their carbon footprint, reduce waste, and promote environmental education; the Jewish Climate Change Campaign, a food waste advocacy and awareness-raising initiative; and the Jew and the Carrot, a leading blog produced in conjunction with the Forward newspaper about food, sustainability, and Judaism.

### **Your responsibilities will include:**

- Researching and developing resources for the new Hazon Seal of Sustainability - a food, energy and health audit and certification program
- Supporting the revision of food-related resources such as our animal welfare programs and green kiddush guide
- Working on our website's food and greening pages
- Writing content for the Hazon Seal newsletter, and assisting with site visits or cohort gatherings
- Promoting the Jewish Climate Change Campaign's online presence, posting content, and supporting our new food waste advocacy campaign
- Writing and researching posts for the Jew and the Carrot, editing others' posts, and finding multimedia content
- Supporting food events such as the New York Jewish Food Festival, and our annual Food Conference
- Supporting our CSA network

### **We are looking for interns with the following skills and qualities:**

- Excellent communication and organizational skills
- Exceptional writing, editing, and proofreading skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with a small staff
- Comfortable prioritizing multiple tasks, problem solving, and being creative with limited resources
- Strong research skills and an ability to synthesize information into an easily understandable format
- Sharp analytical thinking
- Creativity and a desire to take initiative and suggest fresh ideas
- Previous experience in writing and editing, food work, or nonprofit communications a plus
- Experience working with a WordPress or other web platform



## **Israel Engagement Intern**

The intern will be supporting Hazon's expanding Israel engagement programming, with a focus on connecting with and developing opportunities for college students. We are eager to find an intern who can support us in creating strong programming to reach this demographic and to successfully recruit for and promote participation in these initiatives.

### **Your responsibilities will include:**

- Working directly with the Associate Director of Education to develop and implement a campus leadership tour in Israel (scheduled for December 2016)
- Considering how to plan and execute a post-tour engagement opportunity on campuses to deepen the impact and spread the learnings to other peers
- Supporting with promotion and marketing strategies, in partnership with Hillels
- Building a resource library for our Israel engagement programming
- Creating a manual for students to leverage as a pedagogical tool while in Israel
- Providing additional ad hoc support related to our broader Israel engagement portfolio (Jewish intentional communities, sustainable food initiatives, and beyond)
- Contributing to miscellaneous projects related to the general Hazon educational portfolio (tracking educational materials, checking the inventory, updating/editing documents)

### **We are looking for interns with the following skills and qualities:**

- Excellent communication and organizational skills
- Exceptional writing, editing, and proofreading skills
- High level of professionalism and maturity in corresponding with Hazon staff members and external stakeholders
- Detail-oriented and conscientious
- Ability to work independently and efficiently on projects as well as work collaboratively with a small staff
- Comfortable prioritizing multiple tasks, problem solving, and being creative with limited resources
- Strong research skills and an ability to synthesize information into an easily understandable format
- Sharp analytical thinking
- Creativity and a desire to take initiative and suggest fresh ideas
- Previous experience in writing and editing, sustainability work, or nonprofit communications a plus
- Tech savvy a plus



## **Jewish Outdoor, Food & Environmental Education (JOFEE) Intern**

This intern will assist staff in some of the newest, most exciting programming Hazon is delivering this year, and will gain a field-wide perspective on Jewish outdoor, food, and environmental education. In May, Hazon will launch its newest immersive program, the JOFEE Internship. In June, we will hold the first-ever gathering of people working in the JOFEE field. In the next year, we will be launching innovative initiatives to strengthen the JOFEE network and fellow JOFEE organizations. The JOFEE Intern will have an impact on all of these programs, and more.

### **Your responsibilities will include:**

- On-site assistance running the JOFEE Network Gathering, taking place June 6-9 at Isabella Freedman Jewish Retreat Center, and assisting with follow-up
- Supporting marketing and recruitment for 2016-2017 JOFEE Fellows
- Developing a new JOFEE leadership training program
- Supporting JOFEE field-building activities such as spreading the word about JOFEE at events, designing new informational materials, and assisting with website development

### **We are looking for interns with the following skills and qualities:**

- A demonstrated interest in and commitment to the JOFEE field
- Event planning and management experience
- Excellent communication and organizational skills
- Exceptional writing, editing, and proofreading skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with a small staff
- Comfortable prioritizing multiple tasks, problem solving, and being creative with limited resources
- Strong research skills and an ability to synthesize information into an easily understandable format
- Sharp analytical thinking
- Creativity and a desire to take initiative and suggest fresh ideas
- Previous experience in writing and editing, food work, or nonprofit communications
- Experience working with WordPress or other web platforms
- Experience working with or willingness to learn InDesign



## **Fundraising Research Intern**

The Financial Resource Development (FRD) Department brings in millions of dollars a year to support Hazon's many programs and overall budget, which often begins with researching foundation and individual donors. The Research Intern will support the Fundraising Department in researching an ever-growing prospect list of foundations and individual donors, and identifying new prospective donors.

### **Your responsibilities will include:**

- Using Hazon's database and subscriptions to research foundations, partner organizations, and individuals
- Using Google and other search engines effectively to identify major donor prospects and dig deep into the research that is available about them to the public
- Organizing data received from research, and importing it into Hazon's database
- Creating systems around prioritizing research and identifying new prospects
- Presenting research and findings to the Fundraising Department
- Some exposure to other elements in Fundraising as they arise

### **We are looking for interns with the following skills and qualities:**

- Strong organizational and communication skills
- Clear writing skills
- Detail-oriented
- Ability to work independently on projects as well as collaboratively
- Strong research skills and sharp analytical thinking
- Tech savvy



## **Bike Rides Intern**

The Hazon Bike Rides department manages the logistics, recruitment, and marketing for the Hazon Ride & Retreat, one day rides, and a portion of the Arava Institute Hazon Israel Ride. This internship will give you a chance to learn about and contribute to the program development and execution of the 16<sup>th</sup> annual Hazon Ride & Retreat, taking place over Labor Day Weekend from September 2-5, 2016.

### **Your responsibilities will include:**

- Take an active role in production of and marketing support for recruiting events
- Manage portfolio of vendors and in-kind donations for retreat weekend
- Create and implement thoughtful and attractive social media campaign with a focus on Facebook and newsletters
- Organize participant materials, including compiling information for rider pack to be distributed at program
- Manage marketing/flyering campaign throughout New York City region, including Westchester, Northern New Jersey, and Long Island
- Support recruitment events in New York City, including training rides, bar nights, and partnering organization programs by attending programs, preparing promotional materials at programs, and recruiting participants for the Hazon Ride & Retreat

### **We are looking for interns with the following skills and qualities:**

- Exceptional skills in social media communication and production
- Excellent communication (writing, editing, and proofreading) and organizational skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with various staff and volunteers, including Hazon Ride & Retreat Planning Team
- Creativity and a desire to take initiative and suggest fresh ideas
- Experience working with Google Docs and Microsoft Office
- Enjoys cycling