



Jewish Outdoor, Food, Farming & Environmental Education (JOFEE) Program Associate

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 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 and the Isabella Freedman Jewish Retreat Center in Falls Village, CT and offices in Denver, Boulder, Detroit, and San Diego. With support from the Jim Joseph Foundation, Hazon launched the first national JOFEE Fellowship cohort and inaugural JOFEE Network Gathering in June 2016; and we play a lead role in growing and developing the professional JOFEE space alongside strategic partners Pearlstone Center, Urban Adamah, and Wilderness Torah.

The JOFEE Program Associate plays a key role in supporting both Hazon's JOFEE Fellowship and immersive JOFEE programs, and cross-organizational connection points between Hazon and others across the JOFEE field. This position will work primarily from either Hazon's New York office or Isabella Freedman Jewish Retreat Center, and is supervised by the Director of the JOFEE Fellowship. This person will work closely at various points with the Chief Program Officer, with Teva and Adamah program staff, and with Hazon's outreach and marketing/communications departments.

Your responsibilities will include:

- Coordinate and manage annual JOFEE Network Gathering and other professional JOFEE conferences and public events
- Manage media publications (e.g. JOFEE Fellows blog) and general marketing & recruitment for the JOFEE Fellowship
- Lead development of JOFEE Fellowship alumni engagement platforms
- Coordinate strategic partnership activities between Hazon, Pearlstone Center, Urban Adamah, and Wilderness Torah, including procedures and deliverables for grant reporting and evaluation
- Manage growth & development of field-wide JOFEE professional infrastructure and network-building activities, such as build and maintain JOFEE program bank

The ideal candidate demonstrates the following skills and qualities:

- Minimum 3 years successful work experience in JOFEE or related field(s)
- Undergraduate and/or graduate degree in Jewish/experiential/environmental education, environmental studies, non-profit management, Jewish communal studies, or related fields
- Strong event planning and program coordination experience
- Excellent communication and organizational skills, including ability to work well with internal staff in all levels and departments, and with external stakeholders, e.g. heads of organizations, foundation staff, etc
- Detail oriented with exceptional writing, editing, and proofreading skills

- Proficiency working with Word and Excel, and experience with – or demonstrated ability to learn – WordPress and/or other web and CMS/database platforms, and Adobe InDesign
- High degree of self-awareness and emotional intelligence, with a desire to learn and grow as a Jewish professional
- Demonstrated interest in and commitment to Hazon’s mission and vision, and to the JOFEE field at large
- Alumni of immersive JOFEE programs are strongly encouraged to apply

Benefits and Compensation

This is a full-time, salaried position with generous benefits package. Salary is commensurate with experience.

How to Apply

To apply, send resume and cover letter to jobs@hazon.org with JOFEE Program Associate in the subject line. Applications will be reviewed on a rolling basis beginning September 1, 2016. Expected start date for this position is mid- to late-October 2016.

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.