



Marketing and Communications Intern

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 Isabella Freedman Jewish Retreat Center. We have offices in Denver, Boulder, San Diego, and Detroit.

The **Marketing and Communications Intern** is based in the New York City office and will be supervised by the Marketing and Communications Associate. The internship will start in winter 2017. The Marketing and Communications Department manages the website, email production, multimedia and social media projects, and design for print and digital collateral.

Your responsibilities will include:

- Learn about and help with Wordpress-related website edits and html-based email production
- Help manage and post on Hazon's social media channels
- Research and post on Jewish community online calendars
- Update list of online and print media outlets
- Catalog photo and video footage and participant testimonials
- Creative design and/or multimedia projects (based on skills)
- Writing, proofreading, and copyediting (based on skills)

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

- Exceptional skills in digital 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 a small staff
- Creativity and a desire to take initiative and suggest fresh ideas
- Experience working with WordPress or other web platform
- Proficiency with Adobe Creative Suite (eg Dreamweaver, InDesign, Photoshop) a plus
- Multimedia production experience a plus

How to Apply

You must be able to commit 20-30 hours of work per week. Please submit your resume with cover letter to jobs@hazon.org with “Marketing and Communications Intern” as the subject.

Hazon has benefitted greatly from the presence of energetic and passionate interns. We are committed to offering interesting, fulfilling, and fun internship experiences to give you practical work experience and a firsthand view of a successful nonprofit organization. While you will provide some useful assistance to Hazon, you will gain valuable on-the-job training that will assist you with your future career search. This is a paid internship (\$1,000 stipend).

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.