



Hazon Seal of Sustainability - Chicago Coordinator

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We are the largest dedicated organization focused on Jewish Outdoor, Food, Farming and Environmental Education (“JOFE”) in the American Jewish community. We are 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 work on the ground in cities including Detroit, Denver, and are expanding to Chicago.

Our key program with faith-based institutions, the **Hazon Seal of Sustainability**, works with 64 institutions across the country, and is now poised to expand to Chicago. We seek a part-time volunteer to work several hours per week with 6-10 different Jewish organizations in Metropolitan Chicago. Hazon is able to provide an annual stipend for this position.

About the Hazon Seal of Sustainability

Launched in 2016, the Hazon Seal of Sustainability was designed to help institutions - synagogues, community centers, schools, and camps - increase awareness of the importance to take action on climate and sustainability, and activate the thousands of people who visit them to make a difference. The Hazon Seal now works with 64 institutions across the nation, soon to be 75 by year-end. Institutions use the program’s online platform to design and execute at sustainability projects every year. These projects have a significant long lasting effect that minimizes their environmental footprint and maximizes their community engagement. To date, the program has been a catalyst for:

- **64 initiatives to switch to local, sustainable, nutritious foods** including installing on-site gardens reducing meat consumption and/or sourcing from sustainable, local and higher-welfare suppliers

- **52 educational initiatives highlighting food sustainability issues** for participants of all ages
- **39 energy-efficiency and renewable energy projects**, including LED upgrades and solar installs
- **35 on-going food waste reduction initiatives**, including on-site composting and delivery of leftovers to in-need service agencies
- **20 new institutional policies guiding sustainable food sourcing and preparation**, including procurement of “high welfare” eggs and protein.

Institutions that participate in the Hazon Seal create a Green Team, take an audit to assess the relative sustainability of their respective organizations, and commit to pursue at least three sustainability projects per year. At the completion of the year, institutions relay their progress to Hazon, and are rewarded with the Hazon “Seal of Sustainability” certification.

Responsibilities

The Hazon Seal Coordinator will be based in the Chicago metro area. The coordinator will manage and take responsibility for Hazon Seal of sustainability work in the Chicago metro area and must be available to travel within this region as needed.

The position will include but not be limited to the following:

- Hazon Seal Application & Renewal Process: Manage application and renewal process of the program, including completion of audit and payment of participation fee, if applicable.
- Track Progress: Track Hazon Seal sites’ progress periodically, as well as collection of information and impact data - and report on it to the Hazon NY office in periodical check-ins
- Be the Point of Contact: Be the point person for communications with Hazon Seal sites in the Chicago
- Manage Funds: Manage project budget including distribution of mini grants to sites and monitor their use.
- Collect Marketing and Communication Material: Identify opportunities for collecting communications material and obtain it, build relationships with relevant local media outlets and explore opportunities for Hazon Seal publicity

- Site Support: Support Hazon Seal sites in implementation of their projects:
 - Be available for consult as needed, respond to inquiries from individual institutions if they have questions about the Hazon Seal audit, or have trouble finding the right online resources.
 - Check in periodically, provide advice, encouragement and motivate
 - Research and curate relevant local resources for the Hazon Seal site to use in their projects (e.g. information re compost and recycling facilities/pickups, educators, local regulation and municipal/state opportunities, eco-friendly vendors such as printing or disposables)
 - Take initiative and suggest programs that the sites, all or some, can work on together
 - Connect the dots: Help sites by connecting them to other sites that have done similar work in the past or to professional/experts on the Hazon seal advisory list.
 - Visit individual Chicago institutions to observe sustainability projects and/or talk about sustainability issues to the institutions, in particular if requested by the sites.
 - Plan and execute 2 all-cohort meetings per year in coordination with Hazon NY office
 - Encourage Chicago institutions to participate in bi-monthly national Hazon webinars.
- Build Relationships: Identify and create opportunities to connect and feel the community, learn their needs and adapt program accordingly. Make yourself known to the communities and maximize visibility of the Hazon Seal program at every opportunity.

We seek someone who is environmentally inclined and is familiar with the landscape of Jewish life in the Chicago metro area. Must have strong organizational and people skills, highly detail-oriented, and a high comfort level with customer relationship management.

Conditions

No formal office space is provided as of yet, however it may be available in the future.

You will work 25 hours per month and will be compensated with a monthly stipend of \$375.

This above mentioned compensation includes any work related travel costs within the Chicago metro area and no further reimbursement will be available for this purpose. Any other work related expenses must be approved ahead of time by supervisor in the Hazon NY office.

Hazon may terminate your employment at any time, subject to payment for time worked (on a pro-rata basis).

Qualifications

- Bachelor's Degree and a minimum of 3 years experience with environmental work, sustainability, food, and/or Jewish studies.
- A high-level of confidence conducting work with various platforms including Gmail, Google Sheets, Docs and Slides; video conferencing using Google and Zoom; conference call set-up; surveys like Doodle and SurveyMonkey; and Wordpress.
- Demonstrated ability to work in a team as well as take initiative, and manage up.
- A high-degree of communication and organization skills, extremely detail-oriented and able to keep multiple pieces moving forward.
- Flexible work-style with ability to manage several responsibilities and competing priorities at one time.
- A can-do attitude, sense of humor, and grace under pressure.

How to Apply

Email a resume and a thoughtful, but brief (half a page, 2-4 paragraphs) cover letter to jobs@hazon.org, with the subject line "Hazon Seal of Sustainability - Chicago Coordinator".

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.