



Retreat Coordinator

Isabella Freedman Jewish Retreat Center is the home of Hazon. We are excited to expand the team of people who help to develop and run over 70 multi-day immersive retreats at Isabella Freedman Jewish Retreat Center each year. Every retreat ultimately serves to advance Hazon's mission: to create healthier and more sustainable communities in the Jewish world and beyond.

Hazon is the lab for Jewish sustainability. 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, and Detroit.

We are hiring a Retreat Coordinator for the Retreats branch of Hazon's Program Department. The Retreat Coordinator oversees the planning, production, and execution of a discrete number of events throughout the year, as well as playing support roles for other events, including retreat management, educator, and guest service roles. This position is based at Isabella Freedman Jewish Retreat Center in Falls Village, CT and will report directly to the Director of Retreats.

Responsibilities include

- Maintain a portfolio of events that focuses on simchas: weddings, b'nai mitzvot, family reunions and so on. The Retreat Coordinator portfolio will also include a few organizational retreats & Hazon retreats, as well as playing support roles including guest services roles for events in other staff portfolios.
- Prepare detailed and attractive schedules for events in your portfolio as appropriate, as well as internal documents outlining necessary tasks during a given event.
- Work with Retreat Sales and Outreach team and outside partners to monitor participation and revenue, and ensure that guests receive all necessary information prior to arrival.
- Support guest experience during the retreat, including facilitating orientation, closing, announcements, and check-ins with organizational leaders and teachers.
- Coordinate details for a smooth retreat, from set-up to breakdown and evaluation, including working closely across departments.
- Arrange all program supplies and materials, including program book, in partnership with other Hazon staff.
- Convene and work with teachers, steering committees and partnering organizations to design and curate program content, as well as detailed logistical planning.
- Collaborate with Hazon's marketing team to prepare detailed and attractive schedules for events in your portfolio, and other marketing materials for the retreat.
- Liaise with clients to identify their needs and to ensure customer satisfaction.
- Managing and overseeing events (before, during and after), including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down.

- Liaise with department managers to ensure the smooth functioning of food service, housekeeping, and guest services teams.

Qualifications

- The ideal candidate will have 1-3 years of event planning experience.
- Ability to manage multiple projects independently.
- Outstanding communication and organizational skills.
- Willingness to work evenings, Shabbat, weekends, Jewish and federal holidays.
- Proficiency and ability to learn Google apps, Microsoft suite, and web skills.
- Desire to suggest fresh ideas, as well as a willingness follow established protocols.
- Detail-oriented, conscientious, thorough and creative.
- Ability to work independently on projects and work collaboratively with a diverse staff.
- Good knowledge and appreciation of the diversity within the Jewish community - and/or willingness and enthusiasm to learn.
- Basic Jewish religious literacy, or willingness to engage in intensive guided learning.
- Someone who thrives in a fast-paced, high-energy, creative environment.
- A quick learner, with good judgment and strong problem-solving skills.
- Frequently lift and/or move up to 25 pounds of program materials and/or furniture.
- Commitment to and a passion for Hazon's mission and vision.

How to Apply

Email a resume and a thoughtful but brief cover letter to jobs@hazon.org, with the subject line "Retreat Coordinator." 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: Salary commensurate with experience. Full benefits package and generous vacation policy. Housing at Isabella Freedman Jewish Retreat Center in Falls Village, CT may be available as a part of the benefits package.

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.