



## **Retreat Sales & Outreach Associate**

Hazon is the Jewish lab for sustainability. We are building a national movement that strengthens Jewish life and contributes to a more environmentally sustainable world for all. 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 an Associate in our Retreat Sales & Outreach Department. This position is based at Isabella Freedman Jewish Retreat Center in Falls Village, CT, and is supervised by the Director of Retreat Sales & Outreach. Housing may be available.

### **Responsibilities include**

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- Maintaining the Retreat Sales & Outreach phone line, email, and calendar and fielding incoming inquiries
- Ensuring the highest level of customer service with Hazon's organizational partners and guests before and after their stay, as well as during check-in
- Assisting in registering constituents for programs, data reporting and other registration-related tasks

### **Qualifications**

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- Outstanding communication and organizational skills
- Proficiency with a wide range of software especially Excel, Google Suite and Wordpress
- Detail-oriented and conscientious
- A quick learner, with good judgment and strong problem-solving skills
- Familiarity or willingness to become familiar with Jewish traditions and customs as they are related to the programs we offer

### **How to Apply**

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To apply, email a resume and a thoughtful, but brief cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with "Retreat Sales & Outreach Associate" in the subject line. Your cover letter should outline how your skills and experience meet the qualifications of the position and state how you heard about this opportunity. Applications will be reviewed on a rolling basis until the position is filled; please apply expeditiously.

Salary is commensurate with experience, including benefits package. Housing may be available.

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 identity and expression, 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.