



National Programs Associate

Hazon is the largest faith-based environmental organization in the U.S. and is building a movement that strengthens Jewish life and contributes to a more environmentally sustainable world for all. As the Jewish lab for sustainability, Hazon effects change through immersive experiences and inspires individuals and communities to make specific commitments to change with a particular focus on food systems. We are based in New York City, the Isabella Freedman Jewish Retreat Center in Falls Village, CT, and Detroit, MI.

Hazon is seeking to catalyze the Jewish community over the next decade, so that to walk into any Jewish institution is necessarily to step into a community committed to addressing the climate crisis, and striving to create a healthier, more sustainable and more equitable world for all. **We are seeking a National Programs Associate to support the development and coordination of national programs and public education at Hazon.** You will work closely with our administrative and marketing teams to ensure the success of a wide variety of Hazon programs including a 24 months program arch around Shmita.

Hazon's national office is in New York City; this full time position could be based in the NYC office or remote. This role would require daily communication and coordination with staff based in all locations. A remote employee would be expected to travel to NYC every 4-6 weeks as needed for in person touch-points. The National Programs Associate will report to the Director of National Programs and will work closely with the National Programs Coordinator, Hazon Seal regional staff, Public Education Manager and with a wide range of staffers.

Responsibilities include:

- Supporting the National Programs Team marketing efforts including:
 - Staging and sending newsletters through Salsa.
 - Working closely with the Marketing and Communications department to coordinate marketing plans.
 - Supporting and managing social media outreach efforts for ongoing programs.
 - Liaise between program staff to enable the sharing program materials broadly.
- Managing the administration and technical support for Hazon Seal of Sustainability broadly including:
 - Back end registration, payment information and moderating online forums.
 - Salesforce integration.
 - Working closely with Hazon Seal regional/cohort staff to ensure at least 180 institutions have the support they need to minimize their climate impact.
- Manipulating imagery and text in InDesign including Hebrew and English.
- Editing web sites and online content through WordPress.
- Supporting scheduling and tech for program meetings and events.

- Providing general support for ongoing Hazon programs within National Programs and Public Education spheres.

Qualifications

- You should have 1-3 years of professional experience.
- Have the ability to drive projects independently, be team oriented, and extremely articulate (written and spoken).
- Graphic design and hebrew language skills are a plus.

You will thrive at Hazon if you enjoy a fast-paced work environment, are flexible, mission-aligned, and willing to work across disciplines to achieve vision-based goals.

How to Apply

To apply, send a resume and cover letter to jobs@hazon.org with “National Programs Associate” in the subject line.

Salary range is \$40,000-\$42,000, commensurate with experience, plus benefits.

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.