



Retreat 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. We are based in New York City, the Isabella Freedman Jewish Retreat Center in Falls Village, CT, and Detroit, MI. Isabella Freedman Jewish Retreat Center is a year-round 120-person retreat facility that is located in Falls Village, CT.

This full-time position will be based at the Isabella Freedman Jewish Retreat Center and will report to the Director of Retreats, Simone Stallman. This position requires a flexible schedule including nights, holidays, and weekends.

Responsibilities include

- Supporting the Retreat Staff (departments) on booking, planning, logistics, registration, set up execution and completion of retreats for both public and private events.
 - Booking:
 - Filling in details for private rentals, navigating the reservation calendar, etc.
 - Planning:
 - Supporting the content creation for public retreats, i.e helping to create schedules, setting up timelines, etc.
 - Logistics:
 - On-site coordination and guest services, responding to guest needs and coordinating between retreat staff and operational staff.
 - Registration:
 - Monitoring the registration process, answering the main phone line, responding to guest questions, etc.
 - Set up execution and completion:
 - Prepping the space for guests.
 - Fulfilling needs of guest/retreat.
 - Ensuring the space is ready for the next retreats.
- Cross-Departmental Communication:
 - Developing strong communications systems across departments.

- Meeting with department heads to better understand staff needs and how to support them.
- With multiple priorities, you may take on additional responsibilities as needed to support your supervisor and the Isabella Freedman Jewish Retreat Center needs.

Qualifications

- Outstanding communication and organizational skills.
- Detail-oriented, conscientious, thorough, creative.
- Customer service experience.
- Google Suite, microsoft office, and web skills.
- Desire to suggest fresh ideas, as well as willingness to follow established protocols.
- Ability to work independently on projects and work collaboratively with a diverse staff.
- Someone who thrives in a fast-paced, high-energy, creative environment.
- A quick learner, with good judgment and strong problem-solving skills.
- Commitment to and a passion for Hazon's mission and vision.

How to Apply

To apply, send a resume and cover letter to jobs@hazon.org with "Retreat Associate" in the subject line. Applications will be reviewed on a rolling basis starting May 3, 2021.

Salary is \$17.00 per hour, including benefits package.

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.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.