



**Hazon Bay Area Program Intern
Application Guidelines
January 2015**

Hazon, the largest Jewish environmental organization in the United States, is seeking a part-time Bay Area Program Intern for our San Francisco office. This position will require approximately 12 hours/week from January - June 2015, and will be compensated with a stipend totaling \$2,000 for the full period. The Intern will also receive valuable experience and mentoring within a uniquely-structured, influential, and changing not-for-profit organization.

Hazon's mission is to create healthy and sustainable communities in the Jewish world and beyond. We are best known for our annual Jewish Food Festivals, our organized bike rides in New York, California, and Israel, and our thought leadership in developing the New Jewish Food Movement. Broadly speaking, we seek to shift the nature of what it means to be Jewish in the 21st century by delivering fun, engaging, and thought-provoking programs that recognize and nurture all levels of religious knowledge and observance. We are now growing our reach through our new merger with Isabella Friedman Retreat site as well as through our JOFEE (Jewish Outdoor, Food, and Environmental Education) work around the country. Hazon has offices in New York, Denver, Boulder, Philadelphia, Connecticut, San Diego and San Francisco.

The Bay Area Program Intern will work alongside Hazon's Director in the Bay Area and report to Hazon's Bay Area Program Associate to deliver the 6th annual Hazon CA Ride & Retreat, which takes place over Mother's Day Weekend 2015 (May 7-10th). This four-day ride and retreat experience fully embodies our three-pronged strategy for change, combining Capacity-Building and Thought Leadership within an epic Transformational Experience.

This Intern will provide logistical, food donation and sponsor support for the CA Ride: working with volunteers, reaching out to vendors/food companies and corporate sponsors, managing databases, fielding questions from registered Riders, and helping to coordinate details for a multi-day event that serves 130+ people. The ideal applicant will be a detail-oriented, effective multi-tasker who is dedicated to Hazon's values and mission.

This position is remotely based (home office or other) in the Bay Area with a minimum of one day a week in San Francisco or the East Bay, working with the Bay Area Program Associate.

Position Title: Bay Area Program Intern

Employment Type: Part-time, approximately 12 hours/week

Duration: January through June 2015 (Including Mother's Day Weekend May 7-10, 2015)

Compensation: A \$2,000 stipend to be paid in two \$1,000 installments at the midpoint and conclusion of the internship.

Responsibilities:

- Recruit Ride participants through marketing and outreach
- Attend five evening meetings with volunteer Ride Committee
- In-kind donation support to help secure, organize; maintain communications and follow-up letters/photos
- Represent Hazon at community events (outside normal working hours)
- Respond to Ride participant inquiries and requests for assistance
- Maintain online contact databases and follow up with participants and potential participants
- Update and acquire gear for the Ride weekend
- Update and maintain social media for the Ride
- Assist with design and production of participant materials
- Contribute creative programming ideas
- Additional administrative support as needed

**Working in a small non-profit demands flexibility, and the Intern will be expected to adjust to changes in her/his duties with calm and enthusiasm.*

Qualifications:

- Highly organized and detail-oriented
- Strong, proven communication skills (written and verbal)
- Self-directed and motivated
- Willingness to work on a flexible schedule
- Ability to communicate effectively via telephone
- Willing to work in small, shared office
- Experience with office and administrative tasks
- Some familiarity with contemporary Jewish and/or environmental issues
- Availability over Mother's Day Weekend (May 7-10 2015)
- Cycling experience not required. Bike parking is available in our office.
- Valid driver's license with clean record

How to Apply:

Please send .doc files containing your cover letter, a 1-page resume, and answers to the questions below to kiki.lipsett@hazon.org with the subject line: "Hazon Program Intern Application." Your cover letter should reference the following:

- Your personal and professional qualifications for this position
- Your familiarity with Jewish and/or environmental issues
- Your connections and networks to Jewish or other Bay Area organizations
- Some evidence of your written and organizational skills

Please also answer the following questions carefully and succinctly:

1. What do you hope to gain from an internship with Hazon? In particular, how would you like for it to be the same and/or different from your previous experiences?
2. Tell us the story of a great success you've had, describing the role you played. Share moments when you had doubts and struggles. How did you overcome them? What did you learn from this experience?
3. What is your availability between January - June, and would you be available to work at the CA Ride, from May 7-10th 2015?

Deadline: Applications accepted on a rolling basis until January 5th; In-office interviews with qualified applicants will begin mid-January.

Approximate Start Date: January 12th, 2015

For more information about Hazon, visit www.hazon.org

For more information about Hazon's California Ride & Retreat, visit www.hazon.org/caride