



Hazon Summer Internships in New York City

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. 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 and have a retreat center in Falls Village, CT and offices in San Francisco, Denver, Boulder, San Diego, Detroit, and Philadelphia.

We have interns in the Food Programs, Greening & Editorial, Teva, and Marketing & Communications departments. **We are currently seeking a summer intern for the Bike Rides department, based in our New York office.**

The Hazon Bike Rides department manages the logistics, recruitment, and marketing for the New York Ride & Retreat, one day rides, and a portion of the Arava Institute Hazon Israel Ride. This internship will give you a chance to learn about and contribute to the program development and execution of the 15th annual New York Ride & Retreat, taking place over Labor Day Weekend from September 4-7, 2015.

Responsibilities include:

- Manage marketing/flyering campaign throughout New York City region, including Westchester, Northern New Jersey, and Long Island
- Manage portfolio of vendors and in-kind donations for retreat weekend
- Create and implement thoughtful and attractive social media campaign with a focus on Facebook and newsletters
- Organize participant materials, including compiling information for rider pack to be distributed at program
- Support recruitment events in New York City, including training rides, bar nights, and partnering organization programs by attending programs, preparing promotional materials at programs, and recruiting participants for the New York Ride & Retreat

Preferred qualities include:

- Exceptional skills in social media communication and production
- Excellent communication (writing, editing, and proofreading) and organizational skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with various staff and volunteers, including the New York Ride & Retreat Planning Team
- Creativity and a desire to take initiative and suggest fresh ideas
- Experience working with Google and Microsoft Office documents



Over the course of the internship, you will learn about the spectrum of Hazon's work. In addition, there will be learning opportunities including:

- Learning with Hazon staff about Hazon at weekly staff meetings
- Attending meetings with other Hazon staff during the rotation
- A trip to Governor's Island
- A trip to Isabella Freedman Jewish Retreat Center
- Training rides throughout the New York City region, including Long Island, Westchester, New Jersey, and Orange County, NY
- NY Ride recruitment events with partnering organizations throughout New York City

The internship runs from the beginning of July through September 7, 2015. The internship takes place Monday-Thursday, 9:00-5:00pm, with various night and weekend work. We are seeking to hire a candidate available to begin immediately.

How to Apply:

- You must be able to commit to 30-40 hours of work per week.
- Please submit your resume with cover letter, names and contact information of two references to: nyride@hazon.org with the *New York Ride Internship* as the subject.
- We will be accepting resumes on a rolling basis until the internships are filled. We thank you for your interest in career opportunities with Hazon. Due to high volume, only those candidates selected for an interview will be contacted.
- Summer Interns will be compensated \$1,000.

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.