



## INTERNSHIP ANNOUNCEMENT – HAZON

### Program Intern, Hazon Bay Area

Hazon is America's largest Jewish environmental organization. We work to create healthier and more sustainable communities in the Jewish world and beyond. We aim to hire an outstanding person to fill the role of part-time Program Intern for our Hazon Bay Area office located in San Francisco. This position will require approximately 12 hours/week from February 3 - June 6, 2014, and will be compensated with stipends totaling \$2,000 for the full period. The Intern will receive valuable experience and mentoring within a uniquely-structured and influential not-for-profit organization.

Hazon is best known for founding and catalyzing the New Jewish Food Movement; fostering engagement in the Jewish Outdoor, Food, and Environmental Education (JOFEE) field, with a focus on food justice; organized bike rides and retreats in California, New York, and Israel; and Jewish Food Festivals. Broadly speaking, we seek to shift the nature of what it means to be Jewish in the 21<sup>st</sup> century by delivering fun, engaging, and thought-provoking programs that recognize and nurture all levels of religious knowledge and observance. Hazon operates 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 Senior Program Associate to deliver the 5<sup>th</sup> annual Hazon Golden Gate Ride, which takes place over Memorial Day Weekend 2014. This four-day ride and retreat experience fully embodies our three-pronged theory of change: Transformative Experience, Capacity-Building, and Thought Leadership.

The Intern will primarily provide logistical support for the Golden Gate Ride: working with volunteers, 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.

**Position Title:** Bay Area Program Intern

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

**Duration:** February 3 through June 6, 2014 (Including Memorial Day Weekend May 23-26)

**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 a 15-person volunteer Ride Committee to smoothly deliver a successful ride program
- 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
- Assist with design and production of participant materials

- Contribute creative programming ideas
- Additional administrative support as needed
- In-kind donation support to help secure, organize; maintain communications and follow-up letters/photos
- (Work in a small non-profit office 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 Memorial Day Weekend 2013 (May 23-26)
- Cycling experience not required. Bike parking is available in our office.
- Valid driver's license with clean record

**How to Apply:**

Please send a single .pdf file containing your cover letter, a 1-page resume, and answers to the questions below to drisana.davis@hazon.org with the subject line: "Hazon Program Intern Application." Your cover letter should reference the following:

1. Your personal and professional qualifications for this position;
2. Your familiarity with Jewish and/or environmental issues; and
3. Some evidence of your 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 February 3<sup>rd</sup> and June 6<sup>th</sup> and would you be available to work at the Golden Gate Ride, from May 23-26<sup>th</sup>?

**Deadline:** Applications accepted on a rolling basis until January 31<sup>st</sup>. Select well-qualified applicants will be invited for in-office interviews.

**Approximate Start Date:** February 3, 2014

For more information about Hazon programs, visit [www.hazon.org](http://www.hazon.org)

For additional information about the Hazon Golden Gate Ride & Retreat, visit [www.hazon.org/ggride](http://www.hazon.org/ggride)