

Teva Program Coordinator

For the past 20 years, Teva has worked to fundamentally transform Jewish education through experiential learning that fosters Jewish and ecological sustainability. Teva is a treasure of the Jewish community and is poised to leverage its past successes in order to grow further in the future.

We are now seeking to hire someone to join the Teva team as Teva Program Coordinator. Teva is part of the Thought-Leadership & Capacity-Building program department of Hazon (which as well as Teva includes Adamah, the Jewish Greening Fellowship, and all of Hazon's food programs). Hazon works to create healthier and more sustainable communities in the Jewish world and beyond.

This position is an exciting, challenging role for the right person. The Teva Program Coordinator will develop strong relationships with the schools that attend Teva programs; manage the administrative aspects of the program; be a core member of the Teva staff to ensure successful implementation of programs and vision the future development of Teva.

We hope that in five years the Jewish community will tangibly see that that the work of Teva has created an even deeper impact and the Program Coordinator will play an important role in delivering this impact.

This position is located at Isabella Freedman Jewish Retreat Center, Falls Village, CT with the option to work approximately half the year at Isabella Freedman and half the year out of the Hazon NY Office.

Job Responsibilities

- Communicate with Teva partner schools to establish and maintain relationships, and book programs; to support special curricular and programming needs;
- Manage and oversee school-related program logistics, such as communication with schools in advance of each program and logistical coordination of program details;
- Establish relationships and communicate with the program site and operations staff regarding program logistics;
- Provide logistical and program support to Teva educators;
- Liaison with program chaperones and/or parents to address food allergies, medical concerns, and support all program participant concerns;
- Fill in as needed and as time and skills permit in educational opportunities, including but not limited to: song- leading, prayer coordination, group programs, and electives.

Qualifications

- Minimum of 2 -3 years of successful work experience in the JOFEE field (Jewish Outdoor Food Environmental Education), non-profit administration, or related field;
- Efficient and effective worker who thrives in a fast-paced, high-energy, creative environment;
- Strong people skills – capable of working well with a variety of different types of people including heads of schools, educators, kids and parents;
- Exceptionally organized with great attention to detail with ability to self-direct, work independently, and follow detailed systems;
- Basic understanding of Hebrew and Jewish tradition;
- Excellent time management skills for both short-term and long-term planning;
- Desire to live in Jewish community;
- Computer/tech skills including: MSWord, Excel, basic web design;
- Passionate about Judaism and the environment with a commitment to Teva and Hazon's mission and vision.

Salary: \$25,000 - \$35,000 commensurate with experience, including on-campus room and board and generous benefits package.

To Apply: Send resume and cover letter to jobs@hazon.org with "Teva Program Coordinator" in the subject line. Applications will be reviewed on a rolling basis. Expected start date is September 1, 2014.

