



Program Associate

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We are excited to expand the team of people who help to develop and run over 40 transformative experiences at Isabella Freedman Jewish Retreat Center each year. This position is part of the Program Department that includes Teva and Adamah.

We're the largest dedicated environmental organization in the American Jewish community. 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 City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, Philadelphia, Detroit, and San Diego.

We are hiring a Program Associate for the Transformative Experiences branch of Hazon's Program Department.

The Program Associate oversees the planning, production, and execution of a discrete number of events throughout the year, as well as playing support roles for other events, including retreat management, educator, and guest service roles.

This position is based either at Isabella Freedman Jewish Retreat Center in Falls Village, CT or at our NYC office and will report directly to the Director of Transformative Experiences.

Responsibilities

Program Planning

- Convene and work with steering committees and partnering organizations to design and curate program content, including JOFEE programming, as well as logistical needs
- Prepare detailed and attractive schedules for events in your portfolio, as well as internal documents outlining necessary tasks during a given event
- Work with registration team to monitor participation and revenue, and ensure that guests receive all necessary information prior to arrival
- Coordinate with teachers, ritual leaders, and other non-Hazon staff

Program Production

- Support guest experience during the retreat, including facilitating orientation, closing, announcements,
- Coordinate and plan details for a smooth retreat, from set-up to breakdown and evaluation, including working closely with Retreat Managers and across departments
- Arrange all program supplies and materials, including program book

Qualifications

- Outstanding communication and organizational skills
- Willingness to work evenings, Shabbat, weekends, Jewish and federal holidays.
- Proficiency with computers especially excel, google docs and web skills
- Creativity and a desire to take initiative and suggest fresh ideas, as well as willingness to learn and follow established protocols
- Detail-oriented, conscientious, thorough, creative.
- Ability to work independently on projects and work collaboratively with a diverse staff
- Good knowledge of the diversity within the Jewish community, and the ability to interface with a wide range of counterparties
- Basic Jewish religious literacy, and/or willingness to engage in intensive self-directed learning to achieve literacy (holidays, general practices, demographics, etc.)
- 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 – renewing Jewish life and helping to create a healthier and more sustainable world for all

How to Apply

Email a resume and a thoughtful but brief cover letter to jobs@hazon.org, with the subject line "Program Associate." Your cover letter should outline how your skills and experience meet the qualifications of the position and state how you heard about this opportunity. Resume and cover letter should be in Word format.

Applications will be reviewed on a rolling basis until position is filled; please apply expeditiously.

Salary Range: This is an entry-level position. Full benefits package and generous vacation policy. Room and Board at Isabella Freedman Jewish Retreat Center in Falls Village, CT, may be available.

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.