



## **Executive Assistant**

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 21<sup>st</sup> 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 Boulder, Denver, Detroit, and San Diego.

The Executive Assistant will work directly with Hazon's Chief Operating Officer on staffing the board of directors and committees and will support scheduling and logistics for the President & CEO. The position is based in the New York City office and will include considerable communication and coordination with staff based in all of our locations. This will be a phenomenal job for the right candidate and involves an unusual mix of tasks and sensibilities. We seek someone with strong organizational and people skills, and a strong sense of the nature of leadership within a Jewish nonprofit, and a strong comfort level with technology.

### **Responsibilities**

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- Maintain up-to-date lists of board members and committees
- Maintain the internal board website
- Work with staff across entire organization to prepare a monthly report to the board with updates from all Hazon departments
- Attend meetings with the President and board of directors and record minutes
- Manage the President & CEO's fast-paced, complex calendar and ensure constant coordination of internal and external meetings
- Monitor, review, and delegate President & CEO's email inbox, paying close attention to high priority items
- Maintain an updated address book for the President & CEO, ensuring that all new contacts are added to the address book and Hazon database
- Coordinate all domestic and international travel arrangements and accommodations for the President & CEO
- Work with institutions and synagogues to arrange President & CEO's speaking engagements, including schedule, topic, source sheets, and any additional Hazon marketing material
- Occasional role to support a program or event

### **Qualifications**

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- Bachelor's Degree and minimum 3 years of experience working with senior executives
- A high-level of confidence conducting work with various technology platforms including: email and calendar using Google; video conferencing using Skype, Google, and Zoom; conference call set-up; Salesforce database; Wordpress

- Proven experience building relationships and communicating with key stakeholders, including top organizational executives, board members, donors, and decision-makers
- Demonstrated ability to work independently, take initiative, and manage up
- Flexible work-style with ability to manage several responsibilities and competing priorities at one time
- Tact, diplomacy, discretion, and professionalism. Responsibilities involve exposure to sensitive information and require considerable use of judgment.
- A can-do attitude, sense of humor, and grace under pressure
- Pleasant and welcoming demeanor with exceptional interpersonal skills

### **How to Apply**

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Email a resume and a thoughtful but brief cover letter to [jobs@hazon.org](mailto:jobs@hazon.org), with the subject line "Executive Assistant."

Salary is \$40-50k, depending on experience, including benefits package.

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.