



### **Hazon Spring Internship**

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 the Isabella Freedman Jewish Retreat Center in Falls Village, CT and offices in Denver, Boulder, San Diego, and Detroit.

### **Jewish Outdoor, Food & Environmental Education (JOFEE) Intern**

**This position will work closely with Hazon's JOFEE Fellowship Director and JOFEE Program Associate. Your responsibilities will include assisting with some or all of the following:**

- Developing training curricula and programmatic resources for JOFEE Fellows
- Planning the JOFEE Network Gathering, taking place June 6-9 at Isabella Freedman Jewish Retreat Center
- Producing content for a national JOFEE brochure
- Developing a new JOFEE leadership training program
- Working on new joint recruitment efforts for Hazon's immersive JOFEE programs: Adamah, Teva, and the JOFEE Fellowship

**We are looking for interns with the following skills and qualities:**

- Excellent communication and organizational skills
- Exceptional writing, editing, and proofreading skills
- Detail-oriented and conscientious
- Ability to work independently on projects and work collaboratively with a small staff
- Comfortable prioritizing multiple tasks, problem solving, and being creative with limited resources
- Strong research skills and an ability to synthesize information into an easily understandable format
- Sharp analytical thinking
- Creativity and a desire to take initiative and suggest fresh ideas
- Previous experience in writing and editing, food work, or nonprofit communications
- Experience working with WordPress or other web platform
- Experience working with Adobe InDesign, or demonstrated capacity to learn quickly
- Current graduate or undergraduate students in Jewish Education / Jewish studies strongly encouraged to apply

## **How to Apply**

- You must be able to commit to 10-20 hours of work per week.
- Please submit your resume with cover letter, names and contact information of two references, and a 1-2 page writing sample to [jofee@hazon.org](mailto:jofee@hazon.org) with “JOFEE Spring Internship” as the subject.
- We will be accepting resumes on a rolling basis until the position is 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.

## **Dates and Compensation**

Ideal start date is early March 2016. Internship end date will be early to mid-June – ideally no earlier than June 10, 2016. Continuation as JOFEE Summer Intern may also be discussed pending interest and availability.

The JOFEE Spring Intern will be paid a modest stipend, with specifics to be discussed based on weekly work-hours commitment. Registration and lodging fees will be fully covered for attendance at the JOFEE Network Gathering, June 6-9, at Hazon’s Isabella Freedman Jewish Retreat Center in the Berkshire Mountains of Connecticut.

## **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.