



Metro Detroit Program Coordinator

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. 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, Detroit, and San Diego.

The Detroit Region works to fundamentally transform Jewish connection to self, communities and the planet through experiential education, organizational greening, and partnerships with organizations working for change in health, sustainability, and justice.

Our Detroit office is continuing to grow and we are seeking a Program Coordinator who will facilitate the implementation of Hazon's environmental and experiential programming. We are looking for a creative, detail-oriented, and hard-working person to join the Metro Detroit team, working in both our Detroit office in the historic North End and in our suburban office in Bloomfield Hills.

Detroit programming covers several areas: a) we run experiential educational programming and events for students, educators, and community members, often in collaboration with partner organizations, b) we hire and train a cohort of Jewish environmental and justice educators to teach and staff these programs as part of our Davidson JOFEE Fellowship, c) we support a group of Metro Detroit congregations and institutions who are participating in the 'Seal of Sustainability' project – to green their institutions. Learn more at hazon.org/detroit.

The Program Coordinator will support the Director and Associate Director in the implementation of all aspects of Hazon's programming.

Responsibilities may include

- Support the Detroit Davidson JOFEE educational staff cohort, at their partner sites (congregations, institutions and the NorthEnd Oakland Avenue Farm) as needed
- Coordinate and lead specific programs from planning through evaluation – responsible for all aspects of the program: tracking and managing workplans, staffing up, creating timelines and other planning tools, managing volunteers, interns and/or fellows on specific events/programs, site set-up, materials, budgeting and invoicing, and partner relations
- Revise and innovate curricula and activities for educational programs and fellow trainings
- Coordinate program supplies: inventory, maintenance, ordering

Qualifications

- Demonstrated 2 – 3 years minimum project coordination experience

- Works effectively in a high-energy, creative environment, and is familiar with the challenges of working across difference in both urban and suburban communities for positive social and culture change
- Excellent people and communication skills; organizing experience desired but not required
- Excellent organizational and project management skills
- Desire to teach about Jewish tradition, justice, and environmental issues through transformative experiential events and classes, often outdoors and other specialty skills/knowledge are a plus (gardening, horticulture, environmental change and adaptation, crafts, wilderness skills, cooking, storytelling, group building, etc.)
- Ability to work both independently and collaboratively as part of an interdependent team
- Resourceful. You should be a quick learner, with good judgment and strong problem-solving skills
- Positive attitude, including a sense of humor and grace under pressure.
- Flexibility; ability to adapt to unexpected changes in circumstances and schedules
- Background in writing and basic photography and social media communication practices ideal but not required
- Commitment to Hazon’s mission and vision

Compensation and Benefits

- Bachelor’s Salary commensurate with experience, including benefits package.
- Room and board may be able to be provided at the fellowship house in the North End
- Professional development and networking opportunities throughout the year

How to Apply

To apply, send resume and cover letter to jobs@hazon.org with “Metro Detroit Program Coordinator” in the subject line. Your cover letter should outline how your skills and experience meet the qualifications of the position. Applications will be reviewed on a rolling basis until the position is filled; please apply expeditiously.

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.