



Hazon Summer Internships in New York City

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 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 and have a retreat center in Falls Village, CT and offices in Boulder, Denver, Detroit, and San Diego.

Hazon has benefited greatly from the presence of energetic and passionate interns. We are committed to offering interesting, fulfilling, and fun internship experiences to give you practical work experience and a firsthand view of a successful nonprofit organization. While you will provide useful assistance to Hazon, you will gain valuable on-the-job training that will assist you with your future career search.

We are seeking summer interns in our New York office in the following areas:

- **Sustainability and Community Engagement**
- **Jewish Outdoor, Food/Farming & Environmental Education (JOFEE) Program and Marketing**
- **Marketing and Communications**
- **Website and Database**

Descriptions of each of our summer internships are listed on the following pages.

How to Apply

- You must be able to commit to 30-40 hours of work per week. You will be expected to be in the office Monday-Thursday, unless otherwise arranged with your supervisor.
- The internships will run from Wednesday, June 7 to Thursday, August 10.
- Please submit your resume with cover letter, names and contact information of two references to: jobs@hazon.org with the name of the internship as the subject.
- We will be accepting applications on a rolling basis until the internships are 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.
- Summer interns will be compensated \$1,800 upon completion of the summer.

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.



Sustainability and Community Engagement Intern

This intern will help support the work of Hazon's food and sustainability work through education, action, and advocacy programs that operate in these areas. Some of these programs include: the Hazon Seal of Sustainability - a certification program to support Jewish institutions working to cut their carbon footprint, reduce waste, and promote environmental education; animal welfare and climate change advocacy; and the Jew and the Carrot, a leading blog produced in conjunction with the Forward newspaper about food, sustainability, and Judaism.

Your responsibilities will include:

- Supporting the Hazon Seal of Sustainability - a food, energy, and health audit and certification program - including writing content for the blog and newsletter and updating our online audits
- Collecting, organizing, and distributing Hazon's many educational materials and lesson plans
- Creating materials and coordinating outreach for various Hazon advocacy initiatives, including animal welfare and climate change campaigns
- Supporting outreach and resource creation for the Higher Welfare Egg campaign
- Writing and editing articles for The Jew and the Carrot, Hazon's award-winning sustainable food blog
- Updating our website's food and greening pages
- Researching news and articles to post on the Jewish Climate Change Campaign Facebook post
- Participation in Hazon's weekly all-staff meeting and staff learning opportunities
- Other work as needed and complementary to Hazon's needs and intern's interests and skills

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

- Background or interest in advocacy, food, sustainability and/or Jewish life
- Excellent communication and organizational skills
- Exceptional writing, editing, and proofreading skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as 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
- Previous experience in writing and editing, food work, or nonprofit communications a plus
- Experience working with a WordPress or other web platform a plus



Jewish Outdoor, Food/Farming & Environmental Education (JOFEE) Program and Marketing Intern

JOFEE experiences connect people to Judaism, community, and the natural world. JOFEE programs engage participants of many different ages, Jewish backgrounds, and religious approaches. The primary responsibilities of this intern will be to support current and future JOFEE programming at Hazon through JOFEE related initiatives, including but not limited to:

- The JOFEE Fellowship
- The JOFEE Network Gathering
- JOFEE Leadership Development efforts

This intern will be expected to achieve set project goals and will be responsible for integral components of Hazon's JOFEE education and field-building work. The intern will play a vital role in supporting our rapidly expanding field-development work and immersive JOFEE programming for individuals across the nation. In addition to general programmatic support, the JOFEE intern may be involved directly with:

- Managing ongoing program evaluations and reporting requirements for JOFEE Fellowship
- Managing and updating JOFEE related source material and curricula
- Working closely with the Marketing & Communications department to advance ongoing JOFEE program recruitment and marketing needs
- Managing and maintaining all reimbursement and check requests
- Supporting content and marketing for D'Varim HaMakom: The JOFEE Fellows blog
- Organizing and cataloging JOFEE specific applied Jewish wisdom
- Supporting development of Fellowship alumni network

The right candidate possesses the following qualities and skills:

- Excellent communication, writing, proofreading and organizational skills
- Detail-oriented and conscientious
- Able to work independently on projects while collaborating with a small team
- Comfortable prioritizing tasks, problem solving, and learning on the job
- Creativity and open-mindedness in their thoughts, approaches and work efforts
- Command of the Microsoft Office Suite as well as Google Drive software
- Has a passion for field development work and is supportive of Hazon's mission

Additional skills desired:

- Working knowledge of Wordpress, Salesforce, and Graphic Design Softwares
- Experience in JOFEE or related fields
- Experience with curriculum development
- Training in Jewish Studies or Jewish Education



Marketing and Communications Intern

The Marketing and Communications Department (MarCom) manages the website, email production, multimedia and social media projects, and design for print and digital collateral. MarCom at Hazon touches upon all the programs, events, and educational and advocacy initiatives happening at Hazon. This internship is an opportunity to learn about the breadth and depth of the organization and get your hands into the creative messaging we use to share our work with the world. The Marketing and Communications Intern will be supervised by the Marketing and Communications Associate.

Your responsibilities will include:

- Learn about and help with Wordpress-related website edits and html-based email production
- Help manage and post on Hazon's social media channels
- Research and post on Jewish community online calendars
- Update list of online and print media outlets
- Catalog photo and video footage and participant testimonials
- Creative design and/or multimedia projects
- Writing, proofreading, and copyediting

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

- Exceptional skills in digital media communication and production
- Excellent communication (writing, editing, and proofreading) and organizational skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with a small staff
- Creativity and a desire to take initiative and suggest fresh ideas
- Experience working with WordPress or other web platform
- Proficiency with Adobe Creative Suite (e.g. Dreamweaver, InDesign, Photoshop) a plus
- Multimedia production experience a plus



Website & Database Intern

The Data & Analytics department manages the database and the Marketing & Communications department manages the website. The Website & Database Intern will be supervised by the Director of Data & Analytics and will work closely with the Marketing & Communications Manager.

Your responsibilities will include:

- Learn about and help with html-based and Wordpress-related website edits
- Learn about constituent relationship management (database) and help maintain and update database
- Creative design and/or multimedia projects (based on skills)
- Writing, proofreading, and copyediting (based on skills)

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

- Experience working with WordPress or other web platform
- Experience working with Salesforce or other constituent relationship management software
- Excellent communication (writing, editing, and proofreading) and organizational skills
- Exceptionally detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with a small staff
- Creativity and a desire to take initiative and suggest fresh ideas
- Proficiency with Adobe Creative Suite (e.g. Dreamweaver, InDesign, Photoshop) a plus
- Multimedia production experience a plus