



Reservationist

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 Isabella Freedman Jewish Retreat Center in Falls Village, CT. We have offices in Denver, Boulder, and Detroit.

We are hiring a Reservationist for our Retreats Department.

This position is based at Isabella Freedman Jewish Retreat Center in Falls Village, CT, and is supervised by the Registration Manager. Housing may be available.

Responsibilities include:

- Staffing the main office in person from Monday - Friday, 9 am - 5 pm (except when Shabbat begins before 5 pm)
- Assisting the Registration Manager and Associate Registrar in registering constituents for programs, data reporting, data entry, room chart maintenance, and other registration-related tasks
- Answering the main phone line and the registrar phone line, forwarding or responding to calls as necessary, and rerecording the main greeting and other greetings on the main line as necessary
- Providing excellent customer service to guests before and after their stay, as well as during check-in
- General office maintenance, including office supplies inventory and ordering, outgoing and incoming mail, copy machine maintenance, and inventory of promotional materials and staff forms

Qualifications

- Outstanding communication and organizational skills
- Basic Jewish literacy, and/or willingness to engage in intensive self-directed learning to achieve literacy (holidays, general practices, demographics, etc.)
- Proficiency with computers especially excel, google docs and web skills
- Creativity and a desire to take initiative and suggest fresh ideas, as well as ability to follow established design protocols
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with a small staff
- Good knowledge of the Jewish community, and the ability to interface with a wide range of constituents
- 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, a thoughtful but brief cover letter to jobs@hazon.org, with the subject line "Reservationist".

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 the position is filled; please apply expeditiously.

Salary is commensurate with experience, including benefits package.

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.