



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, and Detroit.

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:

- **Food and Sustainability**
- **Marketing and Communications**
- **Multimedia**
- **Special Events**

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 New York City office Monday-Thursday, unless otherwise arranged with your supervisor.
- The internships will run from Monday, June 11 to Thursday, August 9.
- 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.



Food and Sustainability Intern

The 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 other programming related to Jewish sustainability.

Your responsibilities will include:

- Supporting the Hazon Seal of Sustainability - a food, energy and health audit and certification program
- Writing content for the blog and newsletter
- Updating Hazon Seal technology platform
- Collecting, organizing, and distributing Hazon's many educational materials and lesson plans.
- Creating materials and coordinating outreach for various Hazon advocacy initiatives, including food and climate change campaigns
- Updating our website's food and greening pages
- Participating in Hazon's weekly all-staff meeting and staff learning opportunities
- Other work as needed, 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 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 team
- 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



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, fundraising, 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 Manager.

Your responsibilities will include:

- Help with Wordpress-related website edits and Mailchimp email production
- Help manage and post on Hazon's social media channels
- Research and post on Jewish community online calendars
- Conduct outreach to new potential audiences
- Update list of online and print media outlets
- Catalog photo and video footage and participant testimonials
- Writing, proofreading, and copyediting

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

- Excellent skills in digital media communication and production
- Excellent communication (writing, editing, and proofreading)
- Excellent organization skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with others
- 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



Multimedia Intern

The Marketing and Communications Department (MarCom) supports all the programs, events, fundraising, and educational and advocacy initiatives happening at Hazon. This internship is an opportunity to curate and create on-brand and on-mission messaging to share our work with the world. The Multimedia Intern will be supervised by the Director of Marketing and Communications and will work closely with the fundraising and program departments.

Your responsibilities will include:

- Storyboarding, shooting, and editing short videos
- Shooting still photos
- Organizing in-house multimedia libraries
- Providing original content for Hazon's social media channels

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

- Proven multimedia production experience (e.g. sample videos and photos)
- Exceptional skills in digital media communication and production
- Creativity and a desire to take initiative and suggest fresh ideas
- Excellent communication (writing, editing, and proofreading)
- Detail-oriented and organized
- Ability to work independently on projects as well as work collaboratively with a small staff



Special Events Intern

The Bikes Department manages the marketing, customer care, and logistics for our fundraising events, including the New York Ride & Retreat and the Israel Ride. We are seeking a summer intern to help run special fundraising events over the summer. This internship will give you a chance to learn about and contribute to the program development and execution of the 18th annual New York Ride & Retreat, taking place over Labor Day Weekend from August 31 – September 3, 2018.

Responsibilities include:

- Take an active role in production of and marketing support for recruiting events.
- Manage portfolio of vendors and in-kind donations for retreat weekend.
- Cultivate thoughtful and attractive social media messaging with a focus on Facebook and newsletters.
- Organize participant materials, including compiling information for rider pack to be distributed at program.
- Support recruitment events in New York City, including training rides, bar nights, and partnering organization programs.

Preferred qualities include:

- Exceptional skills in social media communication and production
- Excellent communication (writing, editing, and proofreading)
- Excellent organization skills
- Detail-oriented and conscientious
- Ability to work independently on projects as well as work collaboratively with various staff and volunteers, including New York Ride & Retreat Event Committee
- Creativity and a desire to take initiative and suggest fresh ideas
- Experience working with Google and Microsoft Office documents