



### **Teva Education Coordinator**

Hazon is the lab for Jewish sustainability. 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 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 City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, and Detroit.

For the past 25 years, Teva has worked to fundamentally transform Jewish education through experiential learning that fosters Jewish and ecological and food sustainability.

Hazon is seeking a Teva Education Coordinator who will work at the Isabella Freedman Jewish Retreat Center. The Teva Education Coordinator will be supervised by the Teva Director. The Teva Education Coordinator will work with the Teva Director and a seasonal team of educators to provide experiential ecological education through a Jewish framework for youth ages 2-18. This includes school programming for middle and high school students and retreat programming for families. The candidate will support the Teva program by assisting with hiring and training educators, program planning, school communications, scheduling staff, teaching, and program set up and clean-up.

#### **Responsibilities include**

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- Manage Teva housing and meal logistics, liaising with other departments as necessary, including registration, kitchen, housekeeping, and maintenance.
- Participate in the team responsible for outreach to new and existing schools, including drafting program proposals and working to reach client goals during both the on and off seasons.
- Support Teva Director in managing budget, supplies, and educational resources.
- Support the infusion of Teva and JOFEE education through the Isabella Freedman Retreat Center, including Camp Teva and retreats.
- Support the continued growth of Teva and Hazon to build a healthier and more sustainable world.

#### **Qualifications**

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- Experience in experiential education, staff supervision, program management
- Desire to work with children and young adults
- Desire to live in community
- Ability to manage very full and busy fall and spring program time with lighter winter and summer seasons
- Skills to manage community of educators, such as meeting and group process facilitation and Non-Violent Communication
- Outstanding relationship-building skills and professional boundaries
- Strong Hebrew skills and Jewish background preferred
- Detail oriented with ability to organize others, oversee multiple details and logistics and communicate clearly and calmly

- Excellent time management skills for both short-term and long-term planning
- Strong written and oral communication skills
- Proficiency with Microsoft Excel

### **How to Apply**

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To apply, send resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Teva Education Coordinator” in the subject line. Applications will be reviewed on a rolling basis.

Salary is commensurate with experience, including benefits package.

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 identity and expression, 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.