



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 area:

- **Jewish Outdoor, Food/Farming & Environmental Education (JOFEE) Programs**

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 Tuesday, June 11 to Thursday, August 8.
- 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.



Jewish Outdoor, Food/Farming & Environmental Education (JOFEE) Programs Intern

JOFEE experiences connect people to Judaism, community, and the natural world through a variety of immersive experiences and community initiatives. JOFEE programs engage participants of many different ages, Jewish backgrounds, and religious approaches and are catalyzing Jewish engagement in communities around the world. As a Programs Intern at Hazon you will have the opportunity to be part of something much bigger than yourself. For more info on JOFEE, please visit our website www.hazon.org/jofee or www.jofee.org. The JOFEE Programs Intern will be supervised by the JOFEE Programs Team.

The primary responsibilities of this individual will be to support current and future JOFEE programming at Hazon through our JOFEE-related initiatives, including but not limited to:

- The JOFEE Fellowship
- The JOFEE Network Gathering
- The JOFEE Leadership Institute
- JOFEE field-building efforts

As JOFEE Programs intern, you will be expected to achieve set project goals and to be responsible for integral components of Hazon's JOFEE education and field-building work. This 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 will have opportunities to directly be involved with:

- Website editing and web-based marketing
- Managing and updating of JOFEE related source material and curriculum, including the editing and uploading of unpublished resources for the JOFEE field
- Supporting the financial management of the department by maintaining all reimbursement and check requests as well as budget updates and tracking
- Supporting content and marketing for *D'Varim HaMakom: The JOFEE Fellows blog* and other potential resource-sharing platforms
- Curating content for and supporting program newsletters for multiple JOFEE programs
- Supporting development of Fellowship alumni network by organizing a webinar for program alumni

Successful candidates will have the following qualities and skills:

- Curiosity and enthusiasm for Jewish environmental program work
- Strong communication, writing, proofreading, and organizational skills
- Self-motivation and a drive to learn new skills
- Effective time-management
- Detail-oriented and conscientious
- Able to work independently on projects while collaborating with a small team
- Familiar with Microsoft Office Suite and Google Drive software



- Excitement about field development work and Hazon's mission

Added bonus if you have:

- Working knowledge of WordPress, Salesforce, and graphic design Software
- Experience in JOFEE or related fields
- Experience with curriculum development
- Training in Jewish Studies or Jewish Education