



## **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 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 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:

- **Jewish Outdoor, Food/Farming & Environmental Education (JOFEE) Programs**
- **Database and Website**
- **Seal of Sustainability**

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 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](mailto: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](http://www.hazon.org/jofee) or [www.jofee.org](http://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



## **Data and Website Intern**

The Data and Analytics Department at Hazon manages the various databases, software suites, and other technical systems at Hazon. This internship is an opportunity to dive into a live database, used by a medium-sized staff. Like all databases, there are plenty of messes of all types to clean up. We're also in midst of some data migration projections which need assistance. In addition, you will be the first line of support for all website changes requested internally by our staff.

### **Your responsibilities will include:**

- Updating Hazon's websites, often in a timely manner for upcoming programs
- Clean up other website areas where old content has accumulated
- Reduce and resize content on website and in media library
- Support data migration and data cleanliness efforts within our Salesforce database.

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

- **Experience with Salesforce is a MUST**
- Experience with HTML and website editing is a must, with WordPress is a plus
- Highly detail-oriented and conscientious
- Learns quickly and takes initiative to ask questions
- Excellent organization skills
- Ability to work independently on projects and report back on progress



## **Seal of Sustainability Intern**

The intern will help support the work of Hazon's [Seal of Sustainability](#) - our rapidly-growing certification program. The program currently supports 60+ Jewish institutions working to minimize their environmental footprint (carbon emissions, waste, etc.), promoting environmental education, action, and advocacy. This internship offers a broad experience, ranging from communications to data management. We will allow and encourage you to take more responsibility as you progress and demonstrate your abilities.

### **Your responsibilities will include supporting the following work:**

- **Education**
  - Collecting, organizing, and distributing Hazon's educational materials and lesson plans
  - Plan and execute Webinars for the Hazon Seal network
- **Action**
  - NYC Composting drive with Hazon Seal Sites and the NYC Department of Sanitation
  - Office Green Team sustainability work, making the office a leading example of a green work space
- **Advocacy:**
  - Coordinating Hazon advocacy initiatives, including food and climate change campaigns
  - Building a calendar of major events and campaign drives
- **Program Management:**
  - Hazon Seal site application process; end of year reports, evaluation, and certification; and annual renewal of participation in the program
  - Updating website content and evaluating its structure; Collaborating with our communications and data teams to upload new resources and conduct edits in Wordpress
  - Enhancing Hazon Seal presence on social media channels
  - Plan and execute marketing of the Hazon Seal through swag and additional material
  - Organizing and promoting Hazon Seal events
- **Other:**
  - 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 and/or knowledge in environmental science, sustainability, food
- Familiarity with the Jewish calendar, holidays and traditions
- Background or interest in education, advocacy, Jewish life and community building a plus
- 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 tasks, problem solving, and creative
- Strong research skills and an ability to synthesize information and communicate it clearly
- Proficiency in Microsoft Office, especially Excel, Word and PowerPoint, as well as Google Drive and its respective software: Docs, Sheets, Slides