



### **Hazon Seal of Sustainability Manager**

Hazon is the Jewish lab for 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 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 City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have an office in Detroit and staff in other parts of the country.

The Hazon Seal of Sustainability is a roadmap for making Jewish congregations and Institutions healthier and more sustainable. It's a one-of-a-kind platform for scaling individual, institutional, and cultural change for a more sustainable Jewish community. First launched in 2016, the program is now at an inflection point as more and more Jewish institutions across the US are motivated to take meaningful action in response to the environmental crisis. The Hazon Seal of Sustainability Manager will play a central role in building on the program's strengths while also making strategic adaptations to the model as it scales.

This full-time position is ideally based in our New York City office, but consideration will be given to exceptional candidates based anywhere in the US. The Manager will report to the Managing Director of National Programs, and will work closely with the entire National Program team and with staff members coordinating Hazon Seal work in other regions. This position is an opportunity to become part of a growing team of dedicated and passionate people.

#### **Responsibilities include**

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- Manage and guide the overall functioning of the Hazon Seal of Sustainability, Hazon's flagship program for institutional change.
- Collaborate with the Managing Director of National Programs regarding strategy and planning.
- As the program expands, recruit and supervise a team of part-time staff who serve as the on-the-ground supporters of Hazon Seal Cohorts across the country.
- Oversee the work of a program coordinator who manages relationships with institutions participating in the Hazon Seal.
- Partner with Hazon's Fundraising Department to engage relevant funders as partners in new Hazon Seal cohorts across the country.
- Write, edit, and organize educational materials and resources, including case studies of successes and failures, for others to learn best practices.
- Lead webinars and other group learning and communication efforts with participating institutions.
- Manage and update the sustainability audit and other online resources.
- Attend conferences and events to promote Hazon's sustainability efforts in the Jewish community.
- Write newsletters, blog posts, and press releases to publicize the Hazon Seal.
- And work towards the mission of Hazon to create a healthy and sustainable world.

## Qualifications

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- A track record of excellent project management skills is required.
- Demonstrated ability to move forward multiple projects at once without dropping balls.
- Experience creating and maintaining effective systems to streamline, track, and organize work.
- Strong proficiency in office computer systems: MS Office (Word, Excel, PPT), Google Drive. Experience working with Salesforce and Wordpress web editing a plus.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- Flexibility, maturity, and self-awareness.
- Passion for environmental sustainability.
- Knowledge of and/or experience with working with Jewish institutions a plus.
- Familiarity with Jewish tradition and custom a plus
- Willing and able to travel within the US.

## How to Apply

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To apply, send resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Hazon Seal of Sustainability Manager” in the subject line. Applications will be reviewed on a rolling basis starting February 18, 2020.

Salary range is \$50,000-\$60,000, commensurate with experience, including a generous 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.