



Executive Assistant (Part-time)

Hazon is the largest faith-based environmental organization in the U.S. and is building a movement that strengthens Jewish life and contributes to a more environmentally sustainable world for all. As the Jewish lab for sustainability, Hazon effects change through immersive experiences and inspires individuals and communities to make specific commitments to change with a particular focus on food systems. We are based in New York City, the Isabella Freedman Jewish Retreat Center in Falls Village, CT, and Detroit, MI.

This part-time position will require 5-10 hours per week and will be supervised by the President & CEO, Nigel Savage. The candidate will be responsible for providing varied, complex and often confidential liaison, communication, and office support. This position will be fully remote.

Responsibilities include

- Managing all aspects of the CEO's incoming mail and email. As such, the assistant will be trusted with communication that covers all aspects of Hazon's operations. Will be involved in drafting correspondence and general communications.
- Maintaining an updated address book for the President & CEO, ensuring that all new contacts are added to the address book and Hazon database.
- Managing the CEO's fast paced, complex calendar. Monitor, review, and delegate CEO's inbox, paying close attention to high priority items.
- Organizing meetings, and ensuring the CEO is prepared for meetings.
- Work with institutions and synagogues to arrange President & CEO's speaking engagements.
- Providing administrative support to the CEO including: scheduling appointments, coordinating travel arrangements, responding to inquiries and invitations, managing contacts database, and maintaining files.
- Providing support for the organization's fundraising efforts.
- Provide support to our Executive Vice President, Shuli Karkowsky.

Qualifications

- Highly organized and detail-oriented.
- Positive approach, can-do attitude, sense of humor and grace under pressure.
- Demonstrated ability to work independently and collaboratively and meet required deadlines.
- Outstanding written and oral communication skills.
- Good phone manner and ability to establish working relationships via email and phone.
- Strong problem solving skills.
- Proficiency in most Microsoft Office programs: Word, Excel, Outlook, PowerPoint.
- Commitment to the mission and goals of Hazon.

How to Apply

To apply, send a resume and cover letter to jobs@hazon.org with “Executive Assistant” in the subject line. Applications will be reviewed on a rolling basis starting December 28, 2020.

Hourly rate is \$25.00-\$30.00, commensurate with experience.

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.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.