



Hazon 2020/2021 Internships

Hazon is the Jewish Lab for Sustainability. 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 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 is designed to assist you with your future career search.

We are seeking interns to volunteer in the following areas, with some opportunity to welcome interns to one of our offices when health conditions allow for it. Descriptions of each of our internships are listed on the following pages.

- **Development Intern**

How to Apply

- 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.
- You must be able to commit to 10-30 hours of work per week.
- The internships will be unpaid; if you are a student, academic credit may be available.
- Interns must have their own computer, phone, and work space.
- 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.

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.



Development Intern

The Fundraising department is essential to the organization's success. We deal with individual donors, institutional giving, and resource development. We are looking for someone who can join this department and continue to work in this evolving field.

Hazon is seeking a part-time intern to work with Hazon's Fundraising department for 10-15 hours/week for 3-4 months in the window of December - February (with the option to extend if desired). This position is remote (and hence we can accept candidates anywhere in the USA) and will be supervised by Leah Schwartz, Development Associate.

Primary responsibilities:

- The intern will help keep Hazon's database, salesforce, up to date, and collect information and data for grant reports.
- The intern will manage and track donations received offline.
- We have a number of exciting newly launched initiatives and programs that would benefit from receiving funding and support. The intern will assist with finding and exploring funding options to build capacity for these initiatives as well at the organization as a whole.
- Optional: Participation in Hazon's all-staff meeting (online), which happens 2-3 times a month.
- Other work as needed and complementary to Hazon's needs and intern's interests and skills.

To apply, please submit your resume with cover letter, names and contact information of two references to: jobs@hazon.org with "Development Intern" as the subject.