



## Special Events Coordinator

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.

We are seeking an enthusiastic, experienced staffer to support and implement the logistics, operations, and strategy behind Hazon's Special Events, with special attention to our annual Israel Ride, steward current and prospective constituents to become Hazon stakeholders, and bridge the gap between Hazon Programs and Fundraising. This full-time position will report to the Associate Director of Special Events. New York/local candidates preferred.

### Responsibilities:

- Provide timely customer care to Hazon's Special Events and Israel Ride constituents.
- Precisely track and manage Special Events participant data, noting trends over time.
- Maintain and enhance Special Events Israel Ride website, affiliated portals, forms, etc.
- Serve as the year-round logistical backbone of the Israel Ride, especially during the ride.
- Work with Hazon Marketing and Communications (MarCom) team to manage social media & PR for Special Events.
- Develop new and fresh ideas to improve our Special Events experiences.
- Pilot new initiatives; help recruit and retain constituents.
- Assist with other Fundraising, Special Events and Programs initiatives as assigned.
- Represent Hazon and/or the Israel Ride at events.

### Qualifications:

- 3+ years prior experience coordinating large events, travel, or immersive experiences.
- Exceptional interpersonal skills to build strong internal and external relationships.
- Ability to work and partner with multiple organizations and lay stakeholders.
- Patience and respect to diverse constituencies, and comfort with public speaking and online facilitation to diverse audiences.
- Excellent organizational, technological, and analytical skills – comfortable using, analyzing, and manipulating data and financial records.
- Excellent time and task management skills for both short-term and long-term planning.
- Possess the ability to drive projects independently, be team oriented, and extremely articulate (written and spoken).
- Available to work occasional mornings, nights and weekends (including throughout the Israel Ride).
- Legally authorized to work in the U.S.
- Ability to travel to Israel for the annual Israel Ride event.
- Bonus:

- Demonstrated understanding of both American and Israeli culture, as well as the ability to work with a wide range of Jewish denominations.
- Passion and experience with biking and other physical/fitness activities!
- Experience with integrating marketing into event planning and execution.

You will thrive at Hazon if you enjoy a fast-paced work environment, are flexible, mission-aligned, and willing to work across disciplines to achieve vision-based goals. We welcome applicants from a wide range of backgrounds, but you must have the ability to navigate a wide variety of perspectives within the Jewish community.

There is immense scope for career development and advancement.

### **How to Apply**

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To apply, send a resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Special Events Coordinator” in the subject line. Applications will be reviewed on a rolling basis starting immediately.

Salary range is \$45,000-\$55,000, commensurate with experience, including 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.

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 if you think you'd be right for this job.

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