



## **Hazon 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 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 an office in 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.

- **Arts Administration Internship (Summer Associate Intern)**
- **Jewish Education Internship (Summer Associate Intern)**
- **Seal of Sustainability Internship**

### **How to Apply**

- 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.
- You must be able to commit to 10-15 hours of work per week.
- The internships will be paid; if you are a student, academic credit is also 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.



### **Arts Administration Internship (Summer Associate Intern)**

Hazon is looking for an Art Administration Intern with some interest or familiarity with Jewish tradition and/or the intersection of the arts and ecology to work on administering Hazon's art initiatives. This includes The Shmita Prizes as well as increasing Hazon's presence and connection with other arts organizations.

You will be supervised by Sarah Young, Associate Director of National Programs and you will be paid \$15.00-\$20.00 per hour for 10-15 hours per week for ten to twelve weeks. This position is remote.

Who you are:

- An artist/ art student, art lover with strong administrative skills, an early career arts administrator, or student.
- You believe in the arts as a tool for connection and meaning making.
- You have some administrative experience, preferably in an arts organization.
- You are a team player and have the attitude of "no task is too big or too small".
- You take direction well, but are also able to work more independently when prompted.

Your responsibilities will include:

- Administer the technical side of an arts contest; approve entries in wordpress, correspond with artists who have questions, set calendar appointments for staff, and support the general ongoing of the project as needed.
- Coordinate with Hazon's Marketing and Communications (MarComm) department and send all relevant materials weekly as needed for posting on social media or the website.
- Support existing partnerships with arts organizations.
- Research other potential partnerships/ opportunities that would expand the impact and reach of the Shmita Prizes and other Hazon arts initiatives.
- Support the review process for the Shmita Prizes by creating a framework for anonymous review.

Requirements / Expectations:

- Strong written communication skills and administrative experience.
- Connected to the art world in a way that allows you to successfully communicate with artists from a variety of backgrounds.
- An ability to update websites using basic wordpress skills and/or an aptitude for learning new technology systems quickly.
- Interest in or learning about Jewish Tradition or the intersection of arts and ecology.

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### **Jewish Education Internship (Summer Associate Intern)**

Hazon is looking for a Jewish Education Intern with a facility and passion for Jewish text/ tradition to work on building out educational resources in advance of the shmita year.

You will be supervised by Sarah Young, Associate Director of National Programs and you will be paid \$20.00 per hour either 10-12 hours per week for ten weeks or 15 hours per week for eight weeks. This position is remote.

Who you are:

- You love learning and are continually building your own Jewish knowledge.
- You believe that education is a creative endeavor and can become something that can captivate the imagination.
- You have taken a leadership role in highschool/ college/ grad school or beyond and have some teaching experience.
- You are a team player and have the attitude of no task is too big or too small.
- You take direction well, but are also interested in developing your own voice as an educator.

Your responsibilities will include:

- Edit Hebrew and English texts for curriculum and sourcesheets related to shmita and other work of the National Programs team.
- Create your own source sheets and curriculum guides with guidance from the Associate Director of National Programs.
- Research topics as directed related to the expansion and growth of National Programs including, but not limited to appearance and educational opportunities.
- Collaborate with graphic designers and Marketing and Communications (MarComm) staff to lay out materials in a visually appealing way.

Requirements / Expectations:

- Written Hebrew Fluency, modern and biblical.
- Literacy in the Jewish textual tradition.
- Some experience building curriculum or other learning resources.
- Detail oriented.
- Interest in Jewish education including the application of Jewish tradition to solving the climate crisis.

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## Seal of Sustainability Internship

The Hazon Seal of Sustainability is a 12-month institutional change program designed to support organizations and communities working to create a healthier, more equitable, and more sustainable world for all. We do this by linking Jewish values to substantive action toward sustainability and climate-centered goals.

You will be supervised by Liana Rothman, National Programs Manager and you will be paid \$15.00 per hour, for up to 15 hours a week throughout the eight week internship.

Your responsibilities will include:

- Creating comprehensive toolkits/resources to help institutions explore possibilities such as reducing energy consumption, investing in renewable energy, reducing the carbon impact of their food choices for events, and more, with a goal of having ten new toolkits by the end of the summer.
- Administrative work including but not limited to:
  - Organizing the Hazon Seal Master Spreadsheet, including adding new sites' details and making sure everything is updated.
  - Support the social media and newsletter content creation and development.
  - Supporting the implementation of the monthly webinars for all seal sites.
  - Hazon Seal Summit administrative support.

As an intern, you will learn about the spectrum of Hazon's work. In addition, there will be opportunities including:

- Learning with Hazon staff about Hazon at weekly staff meetings.
- Attending meetings with other Hazon staff during the rotation.
- Opportunities to present your work to Hazon staff and partners.

Going forward, if there are other areas that interest you, we can discuss including them in your internship opportunities.

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