



## **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)**
- **Development Internship**
- **Jewish Education Internship (Summer Associate Intern) - Filled**
- **Seal of Sustainability Internship - Filled**

### **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 8-15 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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## **Development Internship**

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 an intern to work with Hazon's Fundraising department for 8-12 hours per week, at \$15.00 per hour for 3-4 months in the window of July - September (with the option to extend if desired). This will be a remote opportunity (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 the candidate's interests and skills.

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 "Development Internship" as the subject.