



Retreat Coordinator

Hazon is a national Jewish environmental organization that works to deeply weave sustainability into the fabric of Jewish life. We work in four divisions: Retreats, Education, Climate Action, and Resources (Fundraising and Administration Team). Our work catalyzes culture change and systemic change across the Jewish world and beyond.

We are hiring a Retreat Coordinator for the Isabella Freedman Jewish Retreat Center in Falls Village, CT. The Retreat Coordinator oversees the planning, production, and execution of retreats throughout the year that will include Holiday events, family celebrations and organizational programs. This position will report directly to the Director of Education at Isabella Freedman.

This is on average a 40 hours per week position with benefits. This position could be a mixed-remote (on campus for seven 1-week stays) role, commuting daily to an office at Isabella Freedman, or a residential position with housing at Isabella Freedman.

Responsibilities

Program Planning

- Convene and work with staff, teachers, and partnering organizations to design and curate program content, as well as detailed logistical planning of 4-5 Jewish Holiday Retreats a year.
- Collaborative with Hazon's marketing team to prepare detailed and attractive schedules for events in your portfolio, and other marketing materials for the retreat.
- Work with registration team to monitor participation and revenue, and ensure that guests receive all necessary information prior to arrival.
- Work with staff to pilot new retreat programs.

Program Production

- Support guest experience during the retreat, including facilitating orientation, closing, announcements during meals, and relationship-building. This means being present on campus immediately before, during and immediately after retreat you are running.
- Liaise with department managers to ensure the smooth functioning of food service, housekeeping, and guest services teams.

- Frequently lift and/or move up to 25 pounds of program materials and/or furniture.
- Manage the collection, analysis, and implementation where appropriate of guest feedback.

Qualifications

- The ideal candidate will have 1-3 years of experience.
- Outstanding communication and organizational/planning skills.
- Requirement to work evenings, Shabbat, weekends, Jewish and federal holidays.
- Proficiency and ability to learn Microsoft suite, and web skills.
- Desire to suggest fresh ideas, as well as willingness follow established protocols.
- Detail-oriented, conscientious, thorough, creative.
- Ability to work independently on projects and work collaboratively with a diverse staff.
- Good knowledge and appreciation of the diversity within the Jewish community.
- Basic Jewish religious literacy, or willingness to engage in intensive self-directed learning.
- Someone who thrives in a fast-paced, high-energy, creative environment.
- A quick learner, with good judgment and strong problem-solving skills.
- Commitment to and a passion for Hazon's mission and values.

How to Apply

Email a resume and cover letter to jobs@hazon.org, with the subject line "Retreat Coordinator." Your cover letter should outline how your skills and experience meet the qualifications of the position and state how you heard about this opportunity. Resume and cover letter should be in Word format. Applications will be reviewed on a rolling basis until position is filled; please apply expeditiously.

Salary Range/Workflow/Benefits: This is on average a full-time salaried position with benefits to begin on or after June 1, 2023. The benefits include medical, dental, vision, generous time off, matching 401K, and more. The starting salary range is \$32,000-\$35,000 depending on experience. Benefits could include housing on the Isabella Freedman campus.

Please Note:

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.

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.