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**JOB ANNOUNCEMENT**

**Thought-Leadership & Capacity-Building Program Fellow**

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We’re the largest dedicated environmental organization in the American Jewish community. 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, NY and Falls Village, CT, and have offices in San Francisco, San Diego, Boulder, Denver, and Philadelphia.

**Hazon is seeking to hire a Fellow for its Thought-Leadership & Capacity-Building Department.**

The Thought-Leadership & Capacity-Building department of Hazon includes Adamah, Teva, all of our food programs, the Jewish Greening Fellowship, our regional offices, developing the JOFEE Network, and a range of special projects. The overall intent of this work is to create a healthier and more sustainable Jewish community, and a healthier and more sustainable world for all. It’s exciting, interesting and challenging, and we’re steadily growing and deepening what we do. **We’re now looking for an outstanding Fellow who’ll join this team to work with the Associate Director of the Thought-Leadership & Capacity-Building Department in supporting this area. It’s a great job for what we hope will be a wonderful person.**

This position is based in our New York City office but will work closely with the entire Thought-Leadership & Capacity-Building department which includes staff and programs in Boulder, Denver, the Bay Area, Philadelphia, San Diego, and Falls Village, CT.

This position is a rare opportunity to become part of a growing team of dedicated and passionate people and communities working to foster new vision in the Jewish community through outdoor, food, and environmental education.

**Responsibilities**

We are seeking a team player with an interesting mix of skills, interests and temperaments; and an incredible amount of energy and enthusiasm.

Your key roles will be:

* Assisting processes to strengthen the Jewish Greening Fellowship alumni network and share the program’s greening successes. This will include but not be limited to: helping to plan alumni events/field trips to relevant NY area institutions, alumni conferences and retreats; assisting in alumni communications and newsletters; building the Jewish Greening Fellowship’s website; and supporting a strategic planning process;
* Working as part of a team to edit, write and organize Hazon’s educational materials and curricula;
* Supporting NY – area Jewish institution relationship building, and assisting in planning and executing Hazon programming with NY-area Jewish institutions, especially around the topic of Shmita;
* Helping with other program department responsibilites as needed.

**Job Requirements:**

* Successful work or internship experiences;
* Great people skills;
* A track-record of getting things done;
* Good knowledge of the Jewish community, and the ability to interface with a wide range of counterparties;
* Relevant content knowledge including any or all of: Jewish knowledge; pedagogy and/or teaching experience (formal or informal); JOFEE skills (any or all of outdoors/food/environment);
* Someone who thrives in a fast-paced, high-energy, creative environment;
* Outstanding written communication skills;
* Detail orientated with ability to organize others, oversee multiple details and logistics and communicate clearly and calmly;
* Resourceful and entrepreneurial. You should be a quick learner, with good judgment and strong problem-solving skills;
* Excellent time management skills for both short-term and long-term planning;
* BA degree;
* Commitment to and a passion for Hazon’s mission and vision – renewing Jewish life and helping to create a healthier and more sustainable world for all.

**How to Apply:**

Email a resume and thoughtful but brief cover letter to jobs@hazon.org, with the subject line "Program Fellow Position."

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 the position is filled; please apply expeditiously.

**Salary Range:** 20k-25k dependent on experience. Full benefits package and generous vacation policy. Housed in a shared office space with other innovative non-profit Jewish organizations.

Hazon is an equal opportunity employer.