

Adamah Program Coordinator

Isabella Freedman Jewish Retreat Center seeks a full-time Program Coordinator to manage the day-to-day scheduling of the Adamah fellowship and other Adamah programs, to teach classes and lead morning prayer services, and provide general program support. Ideal start date is May 15, 2010. Staff housing is available if needed. Please send cover letter and resume to Heidi Jacquier at Heidi@isabellafreedman.org.

Located in Falls Village, Connecticut, Isabella Freedman's mission is to build spiritually vibrant, socially progressive Jewish community. We do this by providing experiences that inspire a love of Judaism, strengthen the bonds of community and cultivate leadership. All of our programs model an approach to Jewish tradition that gives participants tools for spiritual fulfillment, deep learning and social engagement.

Adamah is a program of Isabella Freedman that connects people to their roots – to the land, to community, to Judaism and to themselves – by providing educational programs and products in order to build a more sustainable world.

Responsibilities:

- Produce the weekly fellowship schedule and manage schedule for short programs, visiting teachers, events, etc.
- Teach weekly Jewish and/or environmental classes and lead farm tours
- Provide administrative support to Program Director
- Respond to special needs of Adamah Fellows and problem solve with Adamah staff
- Lead Avodat Lev one morning per week
- Update Adamah Blog
- Assist with other aspects of program: leading training rides, assist in biofuels production, etc.
- Be available to work some Sundays

Qualifications

- Excellent organizational and communication skills
- Fluency with Word and Excel
- Ability to work by yourself, take initiative and problem-solve
- Committed to a progressive, heart-centered, environmentally committed Jewish community.
- Dedicated to organic farming, Jewish tradition, learning, celebrating and being a leader, teacher and student