



Teva Learning Center

307 Seventh Avenue, Suite 900, New York, NY 10001

Intern Job Description

Teva Seminar Program Assistant

The Teva Seminar on Jewish Environmental education is an innovative professional development opportunity for those interested in Jewish education, environmental sustainability, camping, gardening or just plain having fun.

Dates: March 2011 – mid-June 2011

Hours: 8 hours per week plus attendance at the Teva Seminar (May 31 – June 5, 2011). Hours are flexible over course of the week, during 9 am – 6 pm business hours.

Location: Teva's New York City office, but some work may be done remotely.
307 7th Ave. Suite 900
New York, NY 10001

To Apply: Contact Emily Kaplan at 212-807-6376, ext 112 or by email at Emily@tevacenter.org

Promotion (50%)

- Promote and market the Seminar through multiple online and print sources
- Prepare mailings and follow up with phone calls
- Respond to informational inquiries

Seminar Program Planning (25%)

- Review Program schedule as needed and liason with educators about curricular materials
- Edit Curricular Resource Guide for Seminar participants
- Coordinate with volunteers on work-trade projects

Seminar Logistics and Registration (25%)

- Assist with participant registration at the Teva Seminar
- Help as needed during Teva Seminar
- Administrative support including photocopying, filing, and collating

Required Skills

- Strong communication in person, on the telephone, and by written correspondence
 - Ability to write fun, easy copy
 - Editing skills
 - Marketing skills
 - Well organized; ability to keep self organized through a project's progression
- Technical skills: knowledge of Microsoft Excel and Word