

Fair Trade Intern: Focus in Store Support and Public Engagement

Job Status: Internship

Reports to: Amy Crosswhite, Fair Trade Program Manager

Work Schedule: 15 hrs. Flexible

Organization and Position Overview: The Peace & Justice Center (PJC) is a community-driven, non-profit organization based in Burlington, Vermont that empowers community members advocating for peace and justice. Formed in 1979, the PJC provides resources, education, and grassroots organizing support to increase visibility and effectiveness of social justice movements.

The Fair Trade Internship is a semester long program that begins with defining what fair trade is and why there is a need for this alternative system. Participants will learn through research, facilitated discussion, project-based learning, and in-the-field experiences. In order to comprehensively learn about fair trade, subjects of racism, economic exploitation, and militarization will be explored.

The Fair Trade Internship with a focus on store support and public engagement will assist with essential tasks relevant to work within a small nonprofit. This experience is best suited for a person who enjoys interacting with the public. Intern will conduct independent research, collaborate with team members, and share knowledge about fair trade with the public. This position works closely with the Fair Trade Program Manager. This opportunity is best suited for those who enjoy engaging in conversations that can be challenging, and hunger for knowledge!

Job Duties:

- Conduct research & write articles for our e-news and quarterly newsletter.
- Create fair trade educational materials: brochures, presentations, informative games.
- Attend meetings with fair trade artisans and growers.
- Give presentations to classrooms, businesses, organizations, universities.
- Assist in organizing fair trade events, tabling, etc. across the state.
- Attend relevant off-site programs.
- Support Vendor Binder Project
- Connect with activist groups in the area: Fair Trade Campaigns, Student Groups, Co-ops, etc.
- Internet Marketing Support
- Update social media outlets consistently and thoughtfully to promote the store and center with engaging and relevant content.
- Learn Point of Sale System, front and back office.
- Attend weekly programming meetings with readiness to engage.

A Successful Candidate Will Possess and Demonstrate:

- Ability to explain complex issues to wide range of audiences
- Ability to collaborate, communicate and work in a team and independently is essential
- Excellent writing, research and communication skills
- Strong organizational skills and great attention to detail

- Ability (or desired ability) to speak in front of audiences
- Self-motivated and enthusiastic
- Work within deadlines and manage time effectively
- Willingness to accept challenges to complete tasks
- Experience working or planning events
- Interpersonal/professional skills

Benefits:

- Academic Credit where applicable
- Professional Development & Guidance
- Experience day-to-day operations within a Non-Profit
- Hands-on, strategic responsibilities
- Networking opportunities

If this sounds interesting, we want to hear from you!

This internship is unpaid and all interns are asked to commit to 15 hours a week for 12 weeks. This position may be combined with any other available internships. If combined total intern hours remain 15 per week. Applicants are strongly encouraged to apply for all positions of interest. You do not need to submit multiple applications.

To apply please submit a cover letter, resume, and writing sample online at:
https://secure.lglforms.com/form_engine/s/yxGC5JfPHkqrarZSxHT8ag

Email Alex Rose at volunteer@pjcvt.org with any questions.

Please specify all desired internships when applying.

Equal Opportunity Employer: The PJC is an equal opportunity employer and encourages applications from youth, people of color, people of all sexual orientations and gender identities, and people with disabilities.