

Title: Fair Trade Intern: Focus in Administration and Volunteer Coordination

Job Status: Internship

Reports to: Amy Crosswhite, Fair Trade Program Manager, and Alex Rose, Volunteer Coordinator

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 PJC Fair Trade Intern with a focus on administration and volunteer coordination will assist with essential tasks relevant to work within a small nonprofit. This position works closely with both the Store Manager and Fair Trade Program Manager, as well as the Volunteer Coordinator. This opportunity is best suited for a person who enjoys a 'behind the scenes' role. Essential to upholding the Fair Trade program and the Peace & Justice Store are duties that are ideal for those who are detail oriented, self-starters, and committed to the larger mission of the Peace & Justice Center.

Job Duties:

- Plan Monthly Volunteer Gatherings: organize, promote, and lead gatherings with goal of fostering community and educating volunteers about social justice topics.
- Process paperwork and maintain records with concern for confidentiality and timeliness.
- Craft electronic invitations to go out to network of volunteers, members, Peace & Justice Center affiliates.
- Work with database, Little Green Light, to input member, volunteer, and affiliate information; review and correct data for any deficiencies or errors; maintain high rate of accuracy.
- Manage and schedule volunteer shifts, with awareness of store and staff needs.
- Update social media outlets consistently and thoughtfully to promote the store and center with engaging and relevant content.
- Aid with visual merchandising in the Peace & Justice Store.
- Create educational and promotional digital advertisements.
- Attend weekly programming meetings with readiness to engage.
- Learn Point of Sale System, back and front office.
- Conduct research & write articles for our e-news and quarterly newsletter.

A Successful Candidate Will Possess and Demonstrate:

- Excellent writing, research and communication skills
- Ability to collaborate, communicate and work in a team and independently is essential
- Strong organizational skills and great attention to detail
- Experience working with databases a plus
- Ability to set and work within deadlines and manage time effectively
- Willingness to accept challenges to complete tasks
- Self-starter and highly motivated
- Experience working or planning events
- Interpersonal/professional skills

Benefits:

- Academic Credit where applicable
- Professional Development & Guidance
- Experience day-to-day operations within a nonprofit
- 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.