

Title: Peacework Intern

Job Status: Internship

Reports to: Kina Thorpe, Educational 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 Peacework Internship is an intensive semester long program that gives participants organized training through skills building and hands-on and in-the-field experience working on campaigns for peace building, anti-war advocacy, and social justice.

The Peacework Intern will work closely with the Program Director to implement educational programs, mostly workshops, about the power of nonviolence both on a personal level and on a large scale level. Applicants must be responsible, timely, reliable, willing to learn new skills, and able to work in groups as well as independently.

Examples of likely job duties:

- Introduce, support and plan events such as screenings, speakers, and workshops
- Participate in weekly Programming Meetings and regular Peace Team Meetings.
- Attend events, conference calls, private organizational meetings, public meetings, relating to peace building, and nonviolence of groups in our community & globally
- Assist as needed with providing assistance or support to anti-war, pro-peace and veteran organizations, activists and groups.
- Keep up-to-date on local and national current events and policies that relate to the military, peacemaking efforts and activism.
- Write and/or proof read articles for our e-news and quarterly newsletter.
- Support, plan and lead off-site tabling opportunities
 - Assist with data entry and record keeping
- Other duties as assigned

A Successful Candidate Will Possess and Demonstrate:

- Familiarity with concepts related to community empowerment and nonviolence
- Excellent attention to detail
- Solid time management skills
- Strong oral and excellent written communication skills
- Ability to connect with and interact with a broad range of people

- Demonstrated commitment to social justice, peace, and nonviolence

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! The position starts in September.

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 the Racial Justice, or Programming Internship. If combined total intern hours remain 15 per week. Applicants are strongly encouraged to apply for all positions of interest.

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 internship titles 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.