

Title: Programming/Fundraising 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 Programming/Fundraising Internship is an intensive semester long position that offers participants extensive skills in non-profit administration. This organized training happens through hands-on and in-the-field experience by working on campaigns for economic, racial, and social justice. This intern will work closely with the program team to lend general administrative support concerning a variety of projects, including our Peace, Fair Trade, and Racial Justice Programs. They will also support fundraising efforts.

Examples of likely job duties:

- Support the outreach and messaging of the Peace & Justice Center so it is consistent and effective, especially relating to social media
- Assist with development, promotion and implementation of large and small events
- Conduct research and compile information for specific programs
- Introduce, support and plan events such as screenings, speakers, and workshops
- Participate in weekly Programming Meetings, and other program specific Team Meetings when available.
- Attend events, conference calls, private organizational meetings, public meetings, relating to programs and campaigns of the Peace & Justice Center
- Generate educational materials relating to specific programs
- Keep up-to-date on local and national current events and policies that relate to programs and campaigns of the Peace & Justice Center
- 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:

- Self-motivation and enthusiasm
- Interest in social, racial, and economic justice
- Ability to set and work within deadlines and manage time effectively
- Excellent writing, research and communication skills
- Strong organizational skills and great attention to detail
- Willingness to assist all programming aspects of the organization including raising money
- Willingness to accept challenges to complete tasks
- Interpersonal/professional skills
- An excellent sense of humor
- Experience working or planning large events is a plus

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 any other available internship. If combined total intern hours remain 15 per week.

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.

Specify desired internship title 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.