

Posted Job Title:

Programming Intern, Peace & Justice Center

Job Description:

The Peace & Justice Center is in need of reliable Interns and work study students who have an interest in giving back to the community. We provide on-site and virtual job training within all aspects of the Centers operations. Duties include, but are not limited to: processing and receiving inventory, inventory management, and Fair Trade research. Assisting with program promotion, tech support for online programming. Attending community meetings on behalf of the PJC to report back. As well as engagement with social media on various platforms. There may also be room to grow within our Store and Center if you feel passionately about specific issues.

Approximate Hours per Week: 10-15

Shifts Available:

Flexible due to being virtual during COVID-19

Internship Requirements:

- Strong interpersonal skills, friendly, and outgoing personality
- Self-motivated, able to work as a team as well as independently
- Past retail experience a plus
- Access to reliable internet and a computer for virtual task assignments
- Ability to learn Point of Sale system and strong troubleshooting skills
- Reliable and punctual
- Ability to apply constructive feedback
- Conscientious of store, community, and virtual space
- Driven to self-delegate tasks during down time
- Proactively asks clarifying questions
- Ability to work with people of diverse backgrounds
- An excellent sense of humor

How to Apply:

Via our website: pjcv.org/internships

Resume and other documents required:

1. Cover letter including your student ID number
2. Writing sample
3. Your Class Schedule

Job Location:

Virtual from home/school
and/or
Peace & Justice Center
60 Lake Street, Suite 1C
Burlington, VT 05401