**Position:** Community Engagement Intern  
**Posted:** March 16th – April 10th

**Hours:** 15 hours per week (flexible schedule)  
**Compensation:** College Credit

**Contact:** grace@pjcvt.org

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**About Us**

The Peace & Justice Center (PJC) works on the interconnected issues of peace; human rights; and economic, social, racial, and environmental justice. We have three main program areas: 1) community organizing 2) economic justice and the PJC store and 3) education and workshops. This internship will primarily support the community organizing program.

Our Community Engagement program leads support and lead grassroots campaigns to promote systemic change throughout Vermont and beyond. For example, we are co-leading a Just Cause Eviction campaign with Rights and Democracy Vermont to end no-cause evictions in Burlington. Other campaigns and direct actions we support or have led are ending qualified immunity, nuclear disarmament, Vermont’s Fair and Impartial Policing, Abolish ICE, and Burlington’s Livable Wage Ordinance. We also lead events such as the PJC Author Series.

Through our Allied Groups Program, PJC supports and empowers diverse grassroots and community groups seeking to make long term, systemic change. We are currently supporting a growing list of 30 organizations — including 9 new groups in the last six months alone. Our Allied Groups support issues ranging from immigrant rights and labor unionization to racial and environmental justice.

**The Role**

The Community Engagement Intern is an important part of the daily operations of Peace & Justice Center. You will work closely with the Community Engagement Manager and work alongside other PJC interns and PJC staff. You will report to the Community Engagement Manager. The Community Engagement Internship is 15 hours per week and is comprised of one
shift in store and two five hour shifts supervised by the Community Engagement Manager. Interns may work remote maximum five hours per week.

There is some flexibility in what work you will take on, based on your interests, but work is likely to include:

- **Event Promotion and Coordination**: Work with Community Engagement Manager to create monthly event half sheet flyers and update the Community Calendar with events. Create event pages and blog posts on PJC’s website. Assisting Community Engagement Manager with creating and coordinating events for PJC’s Allied Groups

- **Social Media Management**: Gather and post content that aligns with our mission regularly on our social media; Assist in gathering content/events for e-news; Revamp our social media profiles by updating profile picture and cover photos with new branding content; Create graphics for social media and flyers using Canva

- **Marketing and Graphic Design**: Coordinate with program managers to promote relevant events on social media and hang flyers; create new graphic templates in line with PJC’s new branding

- **Community Engagement**: Additionally, interns will be trained to table at events and work in the PJC Store up to 5 hours a week.

### About You

The ideal candidate will be an upbeat, organized, and dependable person with attention to detail and a passion for social change. You like to work behind the scenes; you are self-motivated and are forward-thinking about ways we can bring more folks into this work and support people in our community who are doing the heavy work of social justice and community organizing. You have lived experience of marginalization or self-awareness of privilege and accountability. This internship will be most successful if you can provide your own laptop. If you do not have a laptop, we may be able to provide access to a desktop computer in our space.

### Basic Requirements

- A desire to work in and learn about social justice and activism
- Communication, time management, and organizational skills
- Ability to work in a group or independently
- Ability to interpret instructions given in written, oral, diagram, or schedule form
- Self-awareness with the ability to set firm boundaries and communicate them as well as to give and receive feedback

You will also need experience in or the ability to learn:
• WordPress (PJC website)
• Canva (graphic design)
• Instagram, Facebook, Twitter (social media platforms)

Benefits

• Professional Development at a social justice based non-profit
• Education in software including: Microsoft office, Little Green Light, Zoom, Canva, and social media
• Experience and education with event coordination and planning
• Education in social justice history, activism, behind-the-scenes organizing
• Opportunity to attend PJC education programs and facilitation training
• 20% off in PJC Store
• Professional recommendation

How to Apply
Please apply here. Applications will be accepted until 11:59pm April 10th, 2022. We will begin reviewing applications April 12th. Interviews will take place April 13th-27th.

The above statements are intended to describe the general nature of work being performed and is not intended to be an exhaustive list of all responsibilities and duties required. PJC Reserves the right to modify this job description at any time.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential responsibilities (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Peace & Justice Center (PJC) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. PJC is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PJC are based on organization needs, job requirements, and individual qualifications. PJC encourages applicants of all ages and identities.