**Position**: Education and Workshop Intern  
**Hours**: 15 hours per week (flexible schedule)  
**Compensation**: College Credit  
**Contact**: program@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 education and workshops program.

The PJC offers educational programs predominantly on racial justice, bias, and allyship but also on peace and ethical consumerism. We have hosted hundreds of gatherings for Vermont communities and organizations. Our programs include workshops, discussion groups, films, and other presentations offered to the public around the state, and we partner with groups such as schools, faith-based institutions, other nonprofits, and businesses to bring our workshops to their organizations.

**The Role**

Our **Education and Workshop intern** is an important part of the daily operations of the PJC. You will work closely with the Education and Workshop Manager, Community Engagement Manager, and other PJC interns. You will report to the Education and Workshop Manager. There is some flexibility in what work you will take on, based on your interests, but work is likely to include:

- **Workshop logistics.** Supporting the logistics of making workshops happen workshop planning, coordination, and execution. Email correspondence – lots and lots of email correspondence
- **Marketing and Graphic design.** Creating templates for workshop advertisement
- **Community Engagement.** Additionally, interns will be trained to table at events and work in the PJC Store as a representative for PJC.

**About You**

The ideal candidate will be an upbeat, organized, and dependable person with great attention to detail and a passion for social change. Connecting communities to our educational programs and educators energize you. You like to work behind the scenes and you are self-motivated and forward-thinking about systems and efficiency. You have:

- A desire to work in and learn about adult learning, non-profit organizations, and social justice 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:

• Microsoft Outlook (email platform)
• Microsoft Office 365 (Microsoft Teams, OneNote)
• 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.