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LEARNING CONTRACT

RYAN WALSH
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ALBANY, N.Y. 12203
(518) 463-5378

ORGANIZATION: Peace Offerings of the Social Justice Center

SUPERVISOR: Kimberly Manning
CONTACT PHONE: 434-4037

JOB DESCRIPTION:

1. Assist in the daily operations of a Peace Offerings as a small not for profit retail store, as an out reach agency for the issues of Fair Trade and as an information source regarding the socio/political work of Social Justice Center member groups as well as groups through out the capital distict.
2. Assist in expanding explanations and clarifying directions in several areas of the Peace Offerings Volunteer Manual.
3. Assist in documenting Current vendor/suppliers and the items Peace Offerings buys from them, and identifying how vendor/item meet criterion set for by the Fair Trade Federation and the Peace Offerings Mission Statement.
4. Observe and offer input to the decision making process of a not for profit organization in structural transition.

WORK SCHEDULE: Mon and Wed 11 AM -1:30 PM
Fri 1PM - 3:30PM

LEARNING OBJECTIVES:

I feel this community services will give me the skills and objectives needed to organize a business in the future. Here at Peace Offerings I am learning communication skills, computer skills as well as consumer knowledge required in order to operate a business effectivly. Right now we are working on programs that will make the jobs of future interns easier. Through this I have learned many techniques that I can apply to a business of my own.

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SIGNATURES:

(Supervisor) (Date)

(Student) (Date)