

STUDENT:

ORGANIZATION: Peace Offerings of the Social Justice Center

SUPERVISOR: Kimberly Manning

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 jgroups through out the capital distict.
2. Assist in expanding explanations and clarifying directions in several areas of the of the Peace Offerings Volunteer Manual.
3. Assist in identifying and outlining Store/organization operations for a more comprehensive Peace Offerings Operations Manual to aid volunteers and the Peace Offerings Steering Committee the store coordinator be absent for and extended period of time.
4. 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 teh Peace Offerings Mission Statemet.
5. Assist in developing and implimenting inventory maintainence policies for at least two vendors; and develope instructions and orderforms for volunteer use.