

## Good Shepherd Volunteers

[www.gsvolunteers.org](http://www.gsvolunteers.org)

Good Shepherd Volunteers collaborates with the Sisters of the Good Shepherd to provide full-time volunteers with the opportunity to work in social service ministries and to use their God-given talents serving women, adolescents, and children affected by poverty, violence, and neglect. Developing relationships with the marginalized of our world empowers volunteers to grow in knowledge and faith that inspire them to lead a life of seeking justice.

Our volunteers **live in community with one another** and strive to learn more about **social justice, community, simplicity, and spirituality**.

**Position:** **Fair Trade Uniform Assistant, HandCrafting Justice (HCJ)**, a fair-trade organization in New York, NY  
([www.handcraftingjustice.org](http://www.handcraftingjustice.org))

### Position Responsibilities:

- **Management of the Fair Trade Uniforms (FTU) inventory:** Management of samples and incoming and outgoing shipments. Become proficient with the FTU inventory and keep it organized and tidy.
- **Shipment supervisor for Fair Trade Uniforms:** Track incoming shipments from our partners (with support from supervisor), check boxes in, unpack them and clear the invoices for payment, ensure that goods are shipped on or delivered locally to customers.
- **Quality control of new products and uniform orders:** Inspect and review all new products developed by our partners in consultation with our customers and FTU headquarters.
- **Initial point of contact for new customers:** Follow-up on initial contacts for new orders, including mailings, e-mail solicitations and telephone calls to potential customers.
- **Presenting Fair Trade Uniforms to the public:** Make occasional public presentations about what Fair Trade Uniforms does and how to order from us to volunteer groups, students, faculty, school administrators and others in the Good Shepherd network.
- **Researching new sales opportunities:** Conduct in-depth research about potential uniform customers, including all types of schools, uniform vendors and other more creative opportunities.

### Position Qualifications:

- An appreciation of the needs of developing countries and the mission of HandCrafting Justice/Fair Trade Uniforms. A willingness and the ability to present this to various audiences. An interest in developing the mission of HCJ and participating as a fully integrated member of the HCJ Staff.
- General computer proficiency and a willingness to learn new software and skills as needed.
- Flexibility to work independently as well as with a team
- Willingness to work occasional weekends, particularly during the Fall sales season.
- Strong Communication skills.
- Ability to assist in frequent physical labor which involves shipping/receiving goods within our headquarters.
- A highly organized and detailed approach to administrative tasks.
- Uphold an honest work ethic in regards to resources and finances.
- Hold a valid Driver's License and be willing to drive company vehicles as needed for sales, events and deliveries.
- Spanish proficiency a great asset.
- Must be 21 years of age or older with 2 years of college/work experience

**Benefits:**

- Mentoring and professional supervision
- Housing and transportation costs
- Modest monthly stipend
- Medical and dental coverage
- Orientation, retreats, and workshop opportunities
- Two weeks vacation

**Application Deadline: June 1, 2008** (positions filled on a first come first serve basis, the earlier the better!) Please visit [www.gsvolunteers.org](http://www.gsvolunteers.org) and hit the “apply now” button for an application.

**Start date: Sunday, August 17, 2008 End date: July 31, 2009**

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