

Good Shepherd Volunteers

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: Project Assistant, **HandCrafting Justice** (HCJ), a fair-trade organization in New York, NY (www.handcraftingjustice.org)

Position Responsibilities:

- An appreciation of the needs of developing countries and an ability to understand and articulate the inherent social justice and spiritual “mission” aspects of this project.
- Knowledge to educate the general public, as well as consumers, of the plight of women in the developing world and to raise awareness of such issues
- Ability to develop a concise educational curriculum where HCJ can be presented and understood on various levels within the educational system. Research schools that material could be distributed within and possible presentations could occur.
- Research and seek out relevant organizations (social justice, humanitarian, women’s, religious etc) as well as schools, which HCJ could collaborate with and the curriculum and educational aspects of the project could be presented.
- Responsibility in maintaining the HandCrafting Justice internet based business: organization of work area, purchasing of supplies needed to fill orders, basic upgrades to the “e-business” site, fulfilling all orders that are requested, oversee all payments of orders, and continue to supply needed educational materials that will be included in mail orders.
- Communicate regularly with the International GSVs that are working with HCJ in Mexico, Paraguay and Peru regarding marketability, quality control and logistical issues.
- Network with relevant U.N. Committees that are associated with the Sisters of the Good Shepherd, in particular the Coalition Against the Trafficking of Women. Invest time into understanding their purpose, how it directly relates to HCJ, and to share information with other staff members and consumers of the issue of trafficking of women and girls.
- A desire to research the cultural and historical challenges of the groups of women within HCJ. (As well as to develop more “interpretation” regarding the symbolism of their works of art.)

Position Qualifications:

- Be flexible so he/she can work independently as well as with a team; occasional work on weekends
- Possess strong communication skills
- Have the ability to assist in frequent physical labor, which involves shipping/receiving goods within our headquarters
- Have a highly organized and detailed approach to administrative tasks that includes: packing and unpacking for sales, filling mail and internet orders, as well as a continual awareness of inventory and ordering
- Uphold an honest work ethic in regards to responsibility in organizing and maintaining financial records as well as accounting for incoming and outgoing funds
- Have additional experience in web design, power point, and ability to learn software packages as the project expands
- Hold a valid Drivers License
- Spanish fluency a plus
- 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 and hit the “apply now” button for an application.

Start date: Sunday, August 17, 2008

End date: July 31, 2009

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