



Building New Hope
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Pittsburgh, PA 15201
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Volunteer Position: Organic Fair Trade Coffee Project Intern

Hours: Volunteer internship, 10-15 hours per week in spring and fall (up to 20 hours possible in the summer)

Reports to: Executive Director

Updated: August 30, 2017

For time period: We can accommodate 1-2 volunteer interns per semester depending on current needs. Applications accepted on a rolling basis and students can complete this internship for credit or in partnership with a faculty member on our board of directors.

Job Description: The Organic Fair Trade Coffee Project Intern helps to execute successful coffee project and education program related events and works alongside staff and volunteers. In addition to planning and executing events, a key component of all BNH events is education outreach to promote healthy ecosystems and to spread awareness about how fair trade relationships can help to reduce poverty and inequalities. The intern will also help with marketing and communications, social media accounts, and volunteer recruitment.

Key Responsibilities:

Outreach Events, Fundraising Events and Coffee Samplings and Service

- Assist in executing events, including set up and break down
- Help brew coffee for events
- Staff events and work alongside trained BNH volunteers helping at them
- With BNH staff, train volunteers to be able to converse about BNH history and current activities and programs
- Help to keep basement inventory neat and organized, e.g. with event boxes prepped and outreach bins stocked and enough supplies on hand for planned events on the calendar as well as emergency needs (e.g. last minute sampling date scheduled)

Marketing and Data Entry

- Help to advertise our events in social media and print materials
- Help to create flyers and email announcements
- Follow up with event attendees
- Work with our database system to keep our mailing list updated

Key Qualifications:

- ❑ Experience working with local organic food, education, Central America, coffee and/or fair trade issues a plus
- ❑ Must be able to work independently and as part of a team
- ❑ Demonstrated attention to detail
- ❑ Must be able to complete some hours weekly at The Global Switchboard; some work can be conducted off-site however
- ❑ Strong written and verbal communication skills
- ❑ Experience with databases, Mailchimp, WordPress, Google AdWords, Google Drive and Google Docs a plus

To apply, please send your cover letter and resume as well as a writing sample to info@buildingnewhope.org with the subject line: Organic Fair Trade Coffee Project Intern

Building New Hope is a volunteer-driven nonprofit organization based in Pittsburgh and Nicaragua. In Nicaragua, we partner with a worker-owned organic coffee cooperative, operate two supplemental schools for at-risk youth, and provide high school scholarships for students in need. In Pittsburgh, we engage with local schools and universities, faith groups, farmers, non-profits, community groups, and businesses to promote healthy ecosystems and to spread awareness about how fair trade relationships can help to reduce poverty and inequalities. Our reach may be broad but our mission is simple: help those in need by providing educational opportunities and fair prices for goods and services. *For more information, visit www.buildingnewhope.org*

Building New Hope is a member of The Global Switchboard.