



## 2017-18 Fair Trade Campaigns Fellowship

### Description

Fair Trade Campaigns is a powerful grassroots movement mobilizing thousands of conscious consumers and Fair Trade advocates on campuses and in communities across the U.S. We are part of a global effort to normalize Fair Trade as an institutional practice and consumer preference across 24 countries and on 6 continents. Housed at Fair Trade USA, a 501c3 nonprofit organization and the largest third party certifier of Fair Trade products in the U.S., Fair Trade Campaigns is a broad movement governed by a wide representation of stakeholders from across the country.

Fair Trade Campaigns Fellows are responsible for providing direct support and guidance for Fair Trade organizers across four campaign types: Towns, Colleges & Universities, K-12 Schools, and Congregations. This is achieved through regional networking and connecting campaigns to resources and support at the regional and national levels.

Fellows will gain significant professional development experience, learn valuable advocacy and organizing skills, and benefit from extensive training on, and exposure to, a range of systems and processes utilized in both the for- and non-profit sectors.

The position is regionally based, with compensation consisting of a mix of academic credit (where applicable) and a modest stipend.

### Responsibilities

**Campaign Support.** Fellows will engage directly with local organizers through regularly occurring calls and emails to monitor campaign progress and work through challenges.

**Network Building.** Fellows will develop a regional leadership team and work with them to build a community of support in each region, by coordinating regional calls, bulletins, and in-person meetings.

**Digital Communications.** Fellows will manage digital communications on a regional level, including email marketing of programs, news, and resources via Constant Contact. Fellows will also gain experience with Wordpress and contribute to the Fair Trade Campaigns blog.

**Contact Management.** Fellows will receive training on the data management tool Salesforce, and will be expected to maintain updated contact records for the campaigns and organizers in their region.

**Personal Project.** Each fellow will take a leadership role in the development and implementation of a specific project that will contribute to advancing the mission of Fair Trade Campaigns. The extent, direction, and focus of the project will depend on the interest and relevant experience of each individual, and alignment with the Fair Trade Campaigns strategic plan. Support and sample ideas will be provided to aid in the selection and development process. Examples include organizing a series of webinars, managing a national event, or working with a strategic ally on a project.

**“The Fellowship position is a fulfilling opportunity for anyone who is interested in Fair Trade, international development, community organizing, and advocacy work.”**

**- 2015-16 Fair Trade Campaigns Fellow**

## Support

The Fellowship program begins with an in-person training focusing on Fair Trade principles and certification, leadership development, the history and work of Fair Trade Campaigns, upcoming national initiatives, and more. Fellows will receive ongoing support from national staff as they develop and execute personal goals and work with their counterpart on a regional level. Regular check-ins with Fellows from other regions will create space for collaboration and support on a national level. Fellows will also have the benefit of exposure to, and learning opportunities from, the range of departments and staff leaders at Fair Trade USA.

## Requirements

The Fair Trade Campaigns Fellowship is a 14 month commitment, beginning August 14, 2017 and ending October 12, 2018. Fellows must live in the Mid Atlantic, Northeast, Great Lakes, or Southwest region (see explanation of regions below) and are expected to devote 10 hours per week to Fellowship work. Responsibilities will be guided by regional and national needs and likely will be greater during the academic year. Schedule flexibility can be provided if needed during the summer months with prior notice.

<u>Mid Atlantic</u>	<u>Northeast</u>	<u>Great Lakes</u>	<u>Southwest</u>
Delaware	Connecticut	Illinois	Arizona
Maryland	Maine	Indiana	Hawaii
New Jersey	Massachusetts	Iowa	Nevada
New York City *	New Hampshire	Minnesota	Southern California ^
Pennsylvania	New York State +	Wisconsin	Utah
Virginia	Rhode Island		
Washington, DC	Vermont		

*\*only NYC & Long Island      + excluding NYC & Long Island      ^ south of Monterey*

## Qualifications

- Current student or recent graduate with community organizing and advocacy experience
- Strong communication (in-person, over the phone and via tech) and organizational skills
- Ability to function at a high level in both team and independent situations
- Strong interest in social justice and sustainability
- Able to adjust in a fast pace work environment
- Proficiency in MS Office, and Social Media platforms
- Must be a self-learner and self-starter
- Proven leadership experience
- Experience coordinating group projects
- Commitment to the values and mission of Fair Trade Campaigns
- Must be based in the Mid Atlantic, Northeast, Great Lakes, or Southwest region for the entirety of the Fellowship (through October 2018)

**“I feel like I am better able to manage many tasks, stay organized, and communicate effectively and efficiently with many different types of people. I am excited about the connections I’ve made through the Fellowship and am more committed to Fair Trade than ever.”**

**- 2015-16 Fair Trade Campaigns Fellow**

## Compensation

In addition to gaining valuable professional experience and building critical leadership skills, fellows are provided with a modest stipend, as well as the opportunity to earn college credit.\* Reimbursement will also be provided for any costs incurred (travel, mailing, printing materials, etc.) as part of the Fellowship.

## To Apply

Please submit the following materials [on our website](#).

- A resume
- A cover letter (please include which region you're applying for)
- A completed questionnaire (download [here](#))
- Availability for interviews (in early June)

Questions can be submitted to National Organizer Kylie Nealis at [kylie@fairtradecampaigns.org](mailto:kylie@fairtradecampaigns.org).

Applications will be reviewed on a rolling basis. The application deadline is May 26, 2017.

*\* Fair Trade Campaigns has previously worked with institutions to award credit. The acceptance of credit depends on the requirements of each institution and cannot be guaranteed.*