

CESJ'S ORGANIZATIONAL NEEDS (please check where you would like to help)

CESJ Strategic Projects

- Capital Homesteading
- Global Justice Movement
- Abraham Federation
- Justice-Based Mgt.sm Certification Board and Marketing Company
- Community Investment Corporation

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- project coordinator
 - project volunteer

Please send me information on the projects checked.

Educational

- organizing seminars, workshops, and conferences
- developing educational programs and materials for young people
- organizing community and university CESJ chapters and study groups
- developing CESJ internship program

CESJ Publications and Web Site

- writing/editing CESJ's newsletter
 - writing/editing CESJ publications
 - web site planning, design, maintenance
 - cartooning, illustration, audio-visuals
 - library organization and maintenance
 - translating CESJ's publications (List languages in which you are fluent):
- _____
- _____

Public Relations

- community and media outreach
- preparation of media releases
- arranging radio, TV, and print interviews for CESJ spokespersons
- organizing a CESJ speakers bureau
- producing community access TV shows

Other ways I would like to help CESJ: _____

Research

- library and web searches
- newsclipping service
- gathering research information
- updating CESJ history and chronologies
- working with CESJ interns on research
- legal research
- econometric modeling
- polling and surveying

Fundraising and Membership

- fund-raising, locating donors
- endowment for CESJ-sponsored university chairs and fellowships
- grant proposal writing
- membership development
- annual membership drives

Office Administration

- assisting with mass mailings
- answering phones
- answering correspondence/responding to e-mail queries
- filing and upgrading file system
- word processing
- transcribing presentations and speeches
- filling publication orders
- processing memberships
- updating databases
- scanning and converting CESJ documents to electronic files

Miscellaneous

- volunteer coordinator or trainer
- photographing and recording CESJ events
- musical and dramatic communications
- planning CESJ celebrations and events
- arranging for accommodations for out-of-town CESJ guests
- errands as needed

Thank you for taking the time to complete this survey. For more information on our organization, projects and volunteer opportunities, please visit our web site at www.cesj.org or e-mail Dawn Brohawn, volunteer coordinator, at dbrohawn@cesj.org.