

## ***VOLUNTEERING WITH PAX CHRISTI INTERNATIONAL***

*Pax Christi International is looking for enthusiastic and dedicated individuals to fulfill volunteer positions at the International Secretariat of Pax Christi International in Brussels, Belgium*

### **What is Pax Christi International?**

Pax Christi International is a non-profit, non-governmental Catholic peace movement working in ecumenical, interfaith and secular policy circles on human rights, human security, disarmament and demilitarisation, just world order and religion and violent conflict. We believe that peace is possible and that vicious cycles of violence and injustice can be broken. Today, the movement has more than 100 Member Organisations (MOs) active in more than 50 countries and five continents worldwide. The International Office of Pax Christi International is located in Brussels, Belgium. .

### **Why volunteering with Pax Christi International?**

- To gain experience on advocacy, networking and teamwork at the head office of an International Peace Movement with 100 Member Organisations spread over 5 continents;
- To learn how to manage and implement programmes in a culturally sensitive and conflict sensitive manner;
- To learn how to make use of resources at the level of intergovernmental organisations and at the level of the civil networks that Pax Christi is involved in;
- To acquire an active voice in shaping ideas and values as well as a sensitive ear in hearing others - dialogue, deliberation, and consensus-building out of differences are strong threads in our work ;
- To gain insight into the way an international NGO works;
- To learn to work in a collaborative manner and in an intercultural environment;
- To develop organisational skills

The location of Brussels gives volunteers the unrivalled opportunity to engage in civil society at the international level. Especially for those volunteers interested in human rights issues, Brussels hosts some of the most progressive NGOs and European think-tanks also working on these issues.

### **Required Qualifications:**

- Very good knowledge of English;
- Good writing and communication skills;
- Ability to think creatively and to focus on important issues, challenges and/or new initiatives;
- Ability to solve problems independently;
- Ability to work in close co-operation with others in a multi-cultural setting;
- A desire to work in a non profit, non governmental, international organisation that promotes just peace, peace spirituality and social justice;
- Knowledge of other languages is a plus (French - Spanish);
- Excellent knowledge MS office

## **Available positions**

### **1.1. Asia Pacific – Africa - Middle East (these could be separate volunteer positions)**

- Maintain close relationship with our Member Organisations in the region; encourage collaboration and feedback; give follow-up and support to their activities and write about their activities for the monthly Newsletter;
- Maintain communication with specific networks in the region with whom Pax Christi collaborates;
- Conduct research on specific human rights concerns in the regions, write interventions and reports for use in the UN Human Rights Council and the Universal Period Review of the HRC;
- Draft statements and letters of solidarity related to conflicts and events, addressed to Member Organisations, Intergovernmental organisations, governments etc;
- In case of a Pax Christi conference in the region, assist in preparing both practical as well as content in close collaboration with the local Member Organisations.

*Additional non essential but desirable qualifications: knowledge of Arab for the Middle East would be a plus.*

### **1.2. Disarmament and Demilitarization**

- Maintain close relationship with our Member Organisations working on Disarmament and Demilitarisation issues: encourage collaboration and feedback; give follow-up and support to their activities and write about their activities for the monthly Newsletter;
- Network with International Peace Bureau, World Council of Churches, Interfaith Coalition, ICAN, CMC, and others;
- Follow and prepare the work of the two international working groups of Pax Christi International: (1) on Weapons of Mass Destruction; and (2) on Arms Trade Treaty;
- Prepare specific campaigns and weeks of actions in close collaboration with existing coalitions, such as the Day of Action against Military Expenditure;
- Draft statements on disarmament concerns for advocacy purposes;
- Update existing advocacy packages (ATT, Nuclear Disarmament) and set up new ones (for instance on a nuclear weapons free zone in the Middle East).

*Additional non-essential but desirable qualifications: Knowledge on disarmament topics such as weapons of mass destruction, cluster munitions, BTWC, small arms, arms trade and ATT.*

### **1.3. Youth Coordinator**

- Maintain close relationships with the youth coordinators in the Member Organisations, follow and promote their activities; encourage cooperation;
- Update and maintain the internal website/blog for youth;
- Develop and implement a youth programme within the Strategic multi-year plan;
- Coordinate international youth projects involving Member Organisations.

### **1.4. Communication and visibility**

Emphasis is placed on tasks associated with English editing and publicizing the work and presence of Pax Christi on an international level through creative use of print, electronic, and other media. This will be done in close cooperation with the funding and ICT department.

- Proofread and edit materials published in English;
- Edit and format the monthly Newsletter;
- Format the monthly Spanish Boletín and French Courrier;

- Assist with the organisation of Pax Christi conferences which involve participants from all over the world,
- Create publicity documents and promotional material from the content to the printing process;
- Help in maintaining a creative and effective website;
- Assist in communication with Member Organisations and other target audiences.

***Essential skills: English mothertongue***

*Additional non-essential but desirable qualification: Any design or communications background is a plus.*

### **1.5. ICT and web development**

- Maintain and update the Public Website;
- Maintain and update the Internal Website,
- Maintain and update the Intranet Site,
- Maintain a referencing program PCI uses;
- Assist staff with office suits and other software and hardware problems;
- Keep track of all the technical software and hardware;
- Maintain the client computers and make sure servers and copy machines are in working condition.

***Essential skill: ICT knowledge***

*\* Excellent knowledge of Microsoft Windows 7 and Windows XP operating systems as well as Office suits. Excellent knowledge means you have to be able to provide technical support and as well be able to use it.*

*\* Some experience with MySQL and PHP: This experience can be replaced by experience of working with similar programs, for instance VC VB or Java. You need to be able to read at least the codes and make necessary changes, if you cannot really create your own.*

*\* Experience with Windows Server, if not, Linux Server experience is also acceptable.*

All volunteers participate at regular staff meetings, take minutes of sessions, write reports etc. Any applicant must be willing and able to work on a variety of tasks associated with the work and daily life of an international office.

### **Candidates must be willing**

- \* To attend occasional weekend and evening meetings.
- \* To make at least a 3 months commitment. Applications for 1 year or more are also considered.
- \* To start in May 2012 or as soon as possible.

### **Benefits and Compensation**

As these are volunteer position, there is no salary. All direct costs related to the tasks of the volunteer (such as travel costs) will be reimbursed. For volunteers coming from abroad, we will help finding a suitable place to live. Volunteers can come from all continents in the world.

### **Please send your CV with a covering letter (both in English) to:**

Greet Vanaerschot < [greet@paxchristi.net](mailto:greet@paxchristi.net), Acting Secretary General

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