

## **JOB ANNOUNCEMENT: Communications Director**

Pax Christi USA is the national Catholic peace and justice movement. We work for a more peaceful, just and sustainable world through prayer, study and action.

**Location:** Washington, D.C.-based or remote      **Position:** Exempt, Full-Time

**Supervisor:** Executive Director      **Salary Range:** \$40,000 to \$47,500/year to start

**Description:** Oversees, manages and facilitates the internal and external communications strategies of Pax Christi USA, fostering individual and organizational relationships in service to the mission of Pax Christi USA.

Pax Christi USA is committed to advancing racial equity both internally and externally. Staff members should incorporate a racial equity lens to their work and participate in ongoing trainings in anti-racism and anti-bias.

### **Responsibilities:**

- Collaborates with other members of the Pax Christi USA staff on strategies to support and promote program work and to engage our members, our grassroots network, new audiences and the public at-large.
- Creates and manages communication vehicles and systems for consistent, clear and productive communication between the various components of Pax Christi USA's national network.
- Fosters and promotes a consistent, coherent identity for Pax Christi USA through the creation and employment of identity guidelines across all platforms.
- Oversees all aspects of Pax Christi USA's website, social media, email network, newsletter, and membership mailings.
- Identifies and develops new platforms and technologies for digital activism.
- Coordinates all aspects of publicity and media relations associated with Pax Christi USA campaigns, statements, events and programs.
- Develops and maintains ongoing, effective relationships with national media, diocesan press and Catholic media.
- Serves as a member of the team in the preparation and execution of the National Conference.
- Facilitates design, printing, publication and sales of print and electronic resources in support of organizational goals and objectives.
- Supervises and provides training for communications interns and volunteers.

### **Qualifications:**

- Bachelor's degree in related field (with a Master's degree preferred) OR 3+ years experience in similar position
- Experience working with people outside your culture/race/ethnicity
- Experience in website content and management, social media
- Strong knowledge of Microsoft Office suite, Google Suite, Adobe Creative Cloud programs, Constant Contact (or equivalents)
- Strong writing and editing skills

- Ability to independently manage multiple projects, set priorities, and meet deadlines
- High level of organization, self-motivation and attention to detail
- Ability to establish and maintain authentic and constructive relationships
- Flexible working style to adapt to changing needs
- Willingness to travel up to one week per month
- English fluency required; Spanish proficiency required

*Preferred but not required...*

- Experience in advocacy for peace, justice and human rights
- Familiarity with the theology, practices, and social teachings of the Catholic Church
- Background in layout and design a plus

Pax Christi USA is committed to being an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of its activities or operations.

**To apply:**

Send a cover letter and resume to Johnny Zokovitch at [jzokovitch@paxchristiusa.org](mailto:jzokovitch@paxchristiusa.org) with "Communications Director inquiry" in the subject line.