

## **JOB ANNOUNCEMENT: Program/Communications Associate**

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.

**Position:** Exempt, Full-Time

**Supervisor:** Executive Director

**Salary:** In the \$40s, dependent on experience

**Description:** Assists in management and facilitation of Pax Christi USA's programs and communications while engaging and growing our national grassroots network.

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:**

- Develops, implements, and facilitates specific projects, events and campaigns as a member of the Pax Christi USA program team.
- Conducts monitoring and evaluation of projects throughout their implementation and at their conclusion.
- Manages various communication vehicles and platforms (social media, website, email network) for consistent, clear and productive communication between the various components of Pax Christi USA's national network.
- Serves as a member of the team in the preparation and execution of the National Conference.
- Assists in facilitating working groups which provide expertise and strategy on various program priorities.
- Identifies opportunities for the involvement of students and young adults in program work.
- Collaborates on resource creation and management in support of Pax Christi USA's programs.
- Represents Pax Christi USA in various circles related to our program work as assigned by the executive director.
- Assumes other duties as assigned/designated by the Executive Director.

### **Qualifications:**

- Bachelor's degree in related field or 2+ years experience in similar position
- Strong public speaking and writing skills
- High level of energy, self-motivation and discipline
- High level of organization and attention to detail
- Willingness and ability to travel (when not in a pandemic)
- Ability to communicate well and work both independently and collaboratively
- Knowledge of Microsoft Office suite and Google Suite
- Experience in social media platforms
- Design experience a plus
- Experience in organizing and advocating for peace, justice and human rights
- Familiarity with the theology, practices, and social teachings of the Catholic Church

- English fluency required; Spanish fluency 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 “Program/Communications Associate” inquiry” in the subject line.