

## **JOB ANNOUNCEMENT: Communications Coordinator**

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.

We encourage you to become familiar with our Statement of Principles:  
[bit.ly/statementofprinciplespcusa](http://bit.ly/statementofprinciplespcusa)

**Location:** Washington, D.C.-based

**Position:** Exempt, Full-Time

**Supervisor:** Executive Director

**Salary Range:** \$47,500 to 50,000/year to start

### **Position Summary:**

The Communications Coordinator is responsible for managing and facilitating the internal and external communications strategies of Pax Christi USA, fostering individual and organizational relationships in service of its mission. Working alongside other members of the Program Team, the Communications Coordinator helps implement digital strategy at the spiritual, political, and organizing level, grow social media presence and engagement, and support campaigns and organizing efforts.

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 training in anti-racism and anti-bias.

### **Key Areas of Responsibilities:**

- Manage all aspects of Pax Christi USA's website, social media, email network, newsletter, and membership mailings in coordination with other staff members
- Manage and maintain robust presence on social media, including but not limited to Facebook, Instagram and Twitter
- Execute digital campaigns strategies to grow membership and engagement of our supporters in taking action
- In collaboration with staff, use social media, email, online advertising and other digital tools to develop online-to-offline organizing programs and strengthen online fundraising
- Write and create compelling, well-sourced content to organize members and encourage constituents to take action
- Facilitates design and assists in printing, publication and sales of print and electronic resources in support of organizational goals and objectives
- Track, understand, and apply analytics and metrics to measure effectiveness of tools and strategies

- Train and advise staff and members on digital communications strategy and social media best practices
- Promotes a consistent and coherent identity for Pax Christi USA through the creation and employment of identity guidelines across all platforms to foster a feeling of community
- Identifies and develops new platforms and technologies for digital organizing.
- Coordinates 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
- Supervises and provides training for communications interns and volunteers

**Qualifications:**

- Excellent writer, storyteller, and communicator able to write concisely, clearly and quickly
- Good eye for graphic design (please attach examples in your application email)
- Excellent skills on social media and website content creation and management
- Strong knowledge of Canva, WordPress, Google Suite, Adobe Creative Cloud programs, Salesforce, Constant Contact
- Ability to independently manage multiple projects, set priorities, and meet deadlines
- High level of organization, self-motivation and attention to detail
- Openness to travel up to one week per month, work evenings, and weekends
- English and Spanish fluency required
- Experience in advocacy for peace, justice and human rights
- Familiarity with the theology, practices, and social teachings of the Catholic Church
- Bachelor's degree in related field OR 3+ years experience in similar position

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 Coordinator inquiry" in the subject line. This position is available immediately.