

Communications Coordinator – 6 month contract

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

Location: Washington, D.C.-based

Position: Contracted, half-time, April through September

Supervisor: Executive Director

Salary Range: \$12,500/6 months

Position Summary:

The Communications Coordinator is responsible for managing and facilitating 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 communications work in support of our 50th anniversary year to 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 aspects of Pax Christi USA's website, email network, newsletter, and membership mailings in coordination with other staff members
- In collaboration with staff, use email, newsletter and website 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
- Promotes a consistent and coherent identity for Pax Christi USA
- 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

Qualifications:

- Excellent writer, storyteller, and communicator able to write concisely, clearly and quickly
- Excellent skills on website content creation and management
- Strong knowledge of WordPress, Google Suite, 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, work evenings, and weekends

- 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 with "Communications inquiry" in the subject line. This position is available immediately.