

Digital Media 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: Remote Position: Contracted, half-time, April through September
Supervisor: Program Director Salary Range: \$12,500/6 months

Position Summary:

The contracted position is responsible for creating and managing Pax Christi USA's digital production, including but not limited to social media, website, video and audio editing, livestreaming (online and in-person) and documentation of events/actions while fostering individual and organizational relationships in service of its mission.

Alongside other members of the Program Team, the Digital Media Coordinator leads and/or collaborates on the implementation of communications and tech strategies in support of the campaigns and organizing efforts for our 50th year anniversary.

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 social media, website, tech needs and design in coordination with other staff members
- Design marketing strategies that support Pax Christi USA's efforts to mobilize people to take concrete actions and to promote our fundraising efforts
- Create compelling, impactful, well-sourced graphic, video, and audio content
- Designs a consistent and coherent identity for Pax Christi USA
- Prepares toolkits for campaigns
- Serves as a member of the team in the preparation and execution of the National Conference

Qualifications:

- Excellent graphic design skills, storyteller, and communicator able to quickly produce media content
- 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, Google Suite, Adobe Creative Cloud programs,
- 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
- 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 Roxana Bendezú at rbendezu@paxchristiusa.org with **“Digital Media Coordinator inquiry”** in the subject line. This position is available immediately.