



Job Announcement:

Communications and Programs Coordinator

The [Columban Center for Advocacy and Outreach](#) is the U.S.-based advocacy office for the **Missionary Society of St. Columban**. The Columban Center serves as the line of communication between Columban missionaries serving in 15 countries around the world and policy makers in Washington, D.C. Our office's mission is to work towards a more just, peaceful, and environmentally sustainable world by engaging in the political process guided by our Catholic faith.

We seek a creative individual who is able to multitask in a work environment that is community centered, committed to social and environmental justice, ecumenical and interfaith dialogue, and inviting people to join us in our mission.

About the Position:

The Communications and Programs Coordinator ensures consistent and meaningful communications and programming for the Columban Center. In collaboration with the Director and Advocacy Associate, the Communications and Program Coordinator manages all organizational content in order to inform others about the justice and peace concerns of the Columban missionaries. They also provide opportunities for participation in Columban mission through various programming.

Primary Communications Responsibilities include, but are not limited to:

- Coordinate, generate, maintain, and evaluate all organizational content including website and email content, social media content, print resources, strategic campaigns, and more. Implement and cross-promote content across web, social media, email, and print platforms.
- Edit all written communications materials to ensure they reflect the Columban charism and voice.
- In coordination with Communications staff in the main U.S. office, manage website maintenance and content development, and our mass emailing program.
- Design, or work with graphic designers and other vendors to create, print collateral, including brochures, short publications, educational resources, event invitations, signage, tabling material, and more.
- Coordinate media relations including writing press releases and statements, maintaining and updating media lists, and collecting media mentions.

Primary Programs (Outreach) Responsibilities include, but are not limited to:

- Coordinate and manage all office programming, including internship program, short-term mission program, border immersion program, and advocacy training program. Coordinate planning, recruitment, and follow-up for all programming.
- Develop new outreach programming as needs arise and maintain relationships with all past program participants.
- Provide support for the planning and implementation of special events and frequent Columban visitors. Plan for hospitality for all Columban visitors.





ColumbanCenter for Advocacy & Outreach

- Manage and build relationships with Columban international society contacts, Columban U.S. contacts, international and U.S.-based partner organizations and working groups, and universities.

Qualifications:

- Bachelor's degree required; Master's a plus.
- ***Proficiency in Spanish preferred.***
- Excellent written and oral communication skills.
- Ability to use media and communications tools such as web design and content tools (Drupal 7), email advocacy and email promotion tools, social media—Facebook, Twitter, and Instagram, Adobe Photoshop and InDesign and other design tools.
- Ability to plan strategically, set goals, objectives and activities, and meet deadlines.
- Prefer 2 years minimum cross-cultural mission or volunteer experience.
- Prefer 2 years minimum communications experience.
- Ability to work collaboratively as a team-player and build relationships.

Salary commensurate with experience including an excellent benefits package.

To Apply:

Send résumé, cover letter, two references, and two short writing samples to ccaoprograms@columban.org with the subject "Communications and Programs Coordinator"
No Phone Calls Please.

Deadline: Monday, May 15, 2017

Anticipated Start Date: Monday, June 26, 2017

The Missionary Society of St. Columban is an Equal Opportunity Employer.

