



JOB TITLE:

COMMUNICATIONS OFFICER

GENERAL DESCRIPTION

Pax Christi International is a non-profit, non-governmental Catholic peace movement working on a global scale on a wide variety of issues in the fields of human rights, human security, disarmament and demilitarisation, just world order and religion and violent conflict. Our network is made up of a number of autonomous Member Organisations, affiliated, local groups and partners spread over 50 countries and 5 continents.

The communications officer is member of a small but dynamic staff at the International Secretariat. The ideal individual selected for this position will be responsible for developing a new communication strategy aimed to enhance the collaboration capabilities of the global network. The Communications Officer reports to the Deputy Secretary General.

ESSENTIAL FUNCTIONS

- Helps to create and implement a comprehensive communications strategy;
- Writes and/or edits a range of materials, including social media content, web content, newsletters, research documents, press releases, talking points and speeches, annual reports;
- Designs, produces and manages the content development process of external informational brochures, newsletters, print advertising and other means of print communications;
- Plans and implements communications campaigns;
- Manages content of institutional website;
- Coordinates external media relations as appropriate;
- Builds and maintains strong relationships with member organizations to facilitate information sharing and collaboration;
- Develops and manages strategies to promote broad use of the organization's data and research; monitors and assures consistency of organizational image and use of branding;
- Maintains contacts database and mailing lists;
- Provides leadership in exploring new communication technologies;
- Oversees work of selected communications contractors;
- Organizes relevant staff training;
- Coordinates and facilitates activities with other staff members which may at times require work outside the primary scope of the position.

REQUIRED QUALIFICATIONS

- Degree in journalism, communications, English or related field;
- At least 1 year of experience in a similar communications position;
- Strong communicator with excellent written, oral and interpersonal communication skills;
- Excellent collaborative skills and ability to establish effective working relationships;
- Advanced knowledge of all aspects of website development and management; video skills a plus;
- Proven outstanding writing and editing skills in a range of formats for various audiences: news and feature reporting; research reports; newsletters; speeches; opinion pieces; web content creation;
- Documented ability to develop social media strategies;
- Highly proficient in MS Office and widely used publishing software;
- Highly organized and attention to detail;
- Experience in a nonprofit environment preferred;

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- Proven interest in peace issues;
- Initiative and the ability to generate and implement innovative ideas and strategies;
- Native or almost native English fluency; working knowledge of French and Spanish;
- Good sense of humor.

LOCATION:

This position is based at the Pax Christi International Secretariat in Brussels, Belgium.

TERMS AND SALARY

This is a one-year contract position made possible by grant funding with the possibility of ongoing employment if continued funding for the position remains available; Pax Christi International expects to seek continued funding for it. This is an entry-level position aimed to attract a highly motivated individual willing to start a career in an international environment. Salary is commensurate with experience.

TO APPLY

For consideration, please respond with a cover letter, resume and salary aspirations to Greet.Vanaerschot@paxchristi.net. No phone calls please. The position will be open until filled. Pax Christi International is an Equal Opportunity Employer.