

COMMUNICATIONS COORDINATOR VOLUNTEER

Summary of the position

Title: Communications coordinator

Location: home based, in Europe

Duration: 1 year, renewable

Work rate: Minimum of 1 day per week or equivalent to 8h/week

Starting date: Mid July 2022

This is an unpaid position

Mission

The communications coordinator will develop and implement the communications strategy of *Dominicans for Justice and Peace*, promoting the Organisation's work among new and existing audiences. In carrying out his/her mission, the communications coordinator will work in close collaboration with the Director, Programme Coordinator and Project Manager.

About Dominicans for Justice and Peace

Dominicans for Justice and Peace is a non-profit faith-based NGO representing the Order of Preachers (Dominicans) in the United Nations (UN). It is dedicated to the promotion of justice and peace in the world and to the promotion and protection of human rights for all. Through its advocacy, training and academic programmes, *Dominicans for Justice and Peace* aims at liaising with members of the Dominican Family worldwide as well as other partners of the civil society, encouraging them and increasing their capacity to advocate for the promotion and protection of human rights at both the local and international levels.

Responsibilities

- Develop and implement the communication strategy of the organisation dedicated to informing members of the Dominican Family, external audiences, and present and potential donors about the activities of the organisation. This will include some primary tasks:
 - drafting, designing and sending the newsletter (published every 2 months);
 - managing the website (WordPress);
 - ensuring an active presence on social media (Facebook, Instagram, Twitter, LinkedIn, Youtube);
- There are other tasks that could be completed if the volunteer has time and when it is needed:
 - creating compelling digital content (articles, social media content, infographics, cases for support, etc);
 - producing promotional videos;
 - when possible, taking pictures and videos to accompany stories;

- supporting the documentation of impacts, good practices and success stories for the purpose of information sharing;
- supporting the fundraising campaigns of the Association, contributing to reinforcing visibility and fundraising targets, by developing high-quality materials accompanying the activities and managing invitations

Skills and Qualifications

- Some working experience in communications;
- An excellent command of both written and spoken English as well as very good skills in French and/or Spanish;
- Excellent writing skills;
- Strong IT skills including web content management on WordPress;
- Ability to promote the work of the Association among a wide range of audiences and to turn technical information into compelling stories;
- Experience in the use of social media;
- Ability to do video/photo editing, graphic design software and email marketing software (Mailchimp) would be an asset;
- Knowledge of human rights is an asset;
- An understanding of Catholic traditions and language is an asset;
- Comfortable in interpersonal and multicultural relationships;
- Enthusiastic, creative and open-minded;
- Flexible, strategic thinking, good organizational capacity

How to apply

Send your CV with a 1-page cover letter to Laurence Blattmer at laurence.blattmer@un.op.org. Please mention in the subject of the message "Communications volunteer".