

COMMUNICATIONS VOLUNTEER (UNPAID)

Summary of the Position

Title: Communications Volunteer

Location: Home-based, in Europe

Duration: 1 year, renewable

Work rate: Minimum of 1/2 day per week or equivalent to 4 hours/week

Starting date: As soon as possible

This is an unpaid position.

Mission

The Communications Volunteer supports the communication and visibility efforts of Dominicans for Justice and Peace by assisting with the preparation of publications, digital content, and outreach materials. A particular focus of the role is supporting the preparation of the Association's Annual Report, helping to collect, draft, edit, and present information showcasing the organisation's activities, achievements, and impact.

The volunteer works in close collaboration with the Programme Officer and other team members to ensure that communications materials are clear, engaging, and aligned with the mission and values of the organisation.

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

The Communications Volunteer will support the communications activities of the organisation through the following tasks:

Annual Report

- Support the preparation, drafting, editing, and formatting of the Annual Report;

- Collect information, photographs, stories, and project highlights from programme activities;
- Assist in compiling and organising content from different project teams and partners;
- Review and edit texts to ensure consistency, clarity, and quality.

Publications and Digital Communications

- Assist with the preparation and dissemination of the organisation's newsletter;
- Support updates and content publication on the organisation's website (WordPress);
- Assist in preparing content for social media platforms, including Facebook, Instagram, LinkedIn, YouTube, and X;
- Help draft articles, news stories, event summaries, and other communications materials.

Documentation and Visibility

- Support the documentation of project activities, impacts, good practices, and success stories;
- Assist in collecting and organising photographs, videos, and other communications materials;
- Contribute to the development of simple promotional and visibility materials when needed.

Skills and Qualifications

- Some previous experience or demonstrated interest in communications, journalism, public relations, or a related field;
- Excellent written and spoken English; knowledge of French and/or Spanish is an asset;
- Strong writing, editing, and proofreading skills;
- Good organisational skills and attention to detail;
- Experience with WordPress or other website content management systems is an asset;
- Familiarity with social media platforms;
- Knowledge of graphic design, photo/video editing, or email marketing tools is an asset;
- Interest in human rights, social justice, sustainable development, or related topics;
- Understanding of Catholic traditions and language is an asset;
- Ability to work independently and collaboratively in a multicultural environment;
- Enthusiastic, reliable, and willing to learn.

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".