



Catholic Nonviolence Initiative (CNI) Program Assistant Job Description

Essential Responsibilities

The Program Assistant will support the CNI Senior Program Director and, as a consultant to the staff of Pax Christi International (PCI), will cooperate to sustain and develop a major, multidimensional international initiative, including strategic communications for CNI. The candidate will coordinate CNI Communications with the Communications Officer at PCI, interact with specific CNI partner organizations and universities, participate in CNI planning and program development, and facilitate scheduling of and notes for CNI Committees and Working Group meetings.

The Program Assistant should have excellent interpersonal communication skills and be self-motivated with the ability to plan and act in coordination with the CNI Senior Program Director for the CNI global strategy 2023-2028.

CNI Communications

- Coordinate with the PCI Media & Communications Officer on CNI communications and CNI communications infrastructure, maintaining CNI contact lists, managing CNI social media and PCI-CNI website for CNI.
- Facilitate regular and extraordinary communications with CNI program participants and persons interested in CNI
- Research, write, edit and produce reports, letters and other documents for CNI as requested
- Systematize short peace stories, with the Most Significant Stories of Change methodology
- Manage translation and interpretation as needed for basic communication and documentation

CNI Technical Support

- Maintain CNI documentation on MS Office, Google and other sites
- Provide support before and during CNI events (logistics, invitations, communication with participants and service providers, recording, live streaming, Zoom management as needed)
- Provide technical and interpretation support for webinars and Zoom meetings
- Support CNI monitoring and evaluation process

Required Qualifications

- Degree or equivalent experience in nonviolence, peace and social justice studies or related field
- At least three years of proven experience in program support and communications
- Work experience in faith-based, nonprofit, nongovernmental environment



- Demonstrated openness to working in a diverse environment, including with many languages and cultures
- Outstanding writing and editing skills
- Highly proficient in MS Office and widely used communications software
- Knowledge of Catholic culture and social justice tradition
- Languages: Fluency in English; proficiency in Spanish or French an advantage.

Personal Skills

- Proven interest in nonviolence and peace issues
- Self-motivated with a positive attitude and able to work efficiently and accurately to deadlines
- Excellent interpersonal communication skills
- Excellent collaborative skills and ability to establish effective working relationships with a significant diversity of groups – in terms of culture, religion, geography, and age
- Strong communicator with outstanding written and verbal communication skills

Program: Catholic Nonviolence Initiative -CNI, a Pax Christi International Program

Reporting to: CNI Senior Program Director

Location: Global

Contract: Consultant

Terms: Work on a fee basis

Starting date: As soon as possible

TO APPLY - For consideration, please respond with a cover letter, CV and remuneration aspirations to m.romero@paxchristi.net. Incomplete applications will not be considered. No phone calls please. Resumes will be reviewed on a rolling basis and the position will be open until filled. Only short-listed candidates will be contacted for an interview. Pax Christi International is an Equal Opportunity Organisation.

ABOUT PAX CHRISTI

Pax Christi International is a plural faith-based worldwide peace network. It promotes a vision of just peace which is rooted in the Gospel and includes a global framework of structures and systems advancing the fullness of a dignified life for all people and their communities, unquestioned respect for human rights, and ecological sustainability.

Pax Christi International seeks to create cultures of peace and reconciliation and to achieve this, its core work is built around active nonviolence, comprehensive reconciliation, and people-centered advocacy for peace. For more information about Pax Christi International, please visit our website: www.paxchristi.net