



ADVOCACY OFFICER JOB DESCRIPTION

GENERAL DESCRIPTION

The Advocacy Officer (AO) is member of a small and dynamic staff at the International Secretariat. The AO position combines representation, research, fundraising and administrative tasks in support of the Secretariat's Advocacy mandate. The AO reports to the Secretary General.

The AO works closely with a network of advocacy officers from member organizations and with a network of UN Representatives based in Geneva, New York, Washington D.C., Strasbourg, Vienna, and Paris. This way the AO is able to collect and share valuable information from the field, allowing Pax Christi International to address the most salient issues faced by communities immersed in violent conflicts. The present four PCI advocacy key topics implemented in working groups are: Nuclear Disarmament, Nonviolence and Just Peace, Peace in Israel / Palestine, and Extractives in Latin America.

ESSENTIAL FUNCTIONS

- Coordinates research and production of content for advocacy regarding Pax Christi International priorities, including drafting or contributing to briefing papers, speeches, submissions to intergovernmental meetings, web content, and other institutional reports.
- Develops and manages strategies to promote broad use of the member organizations' data and research for advocacy purposes.
- Plans/ implements advocacy campaigns in coordination with other team members.
- Coordinates the work of several advocacy teams and working groups within the international movement.
- Coordinates with the UN Representatives to ensure proper participation of staff and global network members at UN and other intergovernmental fora.
- Coordinates with the Working Group coordinators and with Members' advocacy staff, to develop official policy and advocacy positions on selected issues.
- Ensures ample and positive collaboration on advocacy-related issues with long-term international partners.
- Provides leadership in exploring the use of new technologies for advocacy.
- Represents the organization to external media as appropriate, and cooperates in designing tailored advocacy tools and strategies, in close coordination with the PCI Communications staff.
- In conjunction with international leadership, represents Pax Christi International at different networks, fora, conferences, and events as appropriate.
- Produces regular updates on the advocacy work of Pax Christi International for selected audiences.

REQUIRED QUALIFICATIONS

- Advanced university degree in peace studies, social sciences, international relations or another related field.
- Minimum three years of advocacy-related experience. Significant experience working in collaboration with church and faith-based organizations is a plus.
- Solid knowledge of international human rights instruments and mechanisms.
- Substantive experience concerning production of conflict and policy analysis for advocacy purposes.
- 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.
- Substantive experience in designing and managing successful advocacy campaigns.



- Substantive experience working with policy makers at the national/ international level.
- Solid knowledge regarding new technologies for advocacy.
- High proficiency in MS Office.
- Experience working in a non-profit environment.
- Native or near-native English fluency; working knowledge of French and Spanish.

PERSONAL SKILLS

- Proven interest in peace issues.
- Focus on delivery, backed by an ability to evaluate options decisively and to implement solutions efficiently.
- Self-motivated with a positive attitude and able to work efficiently and accurately to meet deadlines.
- Highly creative and proactive attitude; able to generate and implement innovative ideas and strategies.
- Excellent research and analytical 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 – across the organization.
- Strong communicator with outstanding written and verbal communication skills.

EMPLOYMENT CONDITIONS

- Location: Brussels or to be agreed
- Remuneration: according to Belgian standards
- Duration: unlimited or to be agreed
- 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 remain open until filled. Only short-listed candidates will be contacted for an interview. Pax Christi International is an Equal Opportunity Organization.

ABOUT PAX CHRISTI INTERNATIONAL

Pax Christi International is a faith-based worldwide peace and nonviolence 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. 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