JOB ANNOUNCEMENT: Program Director

Pax Christi USA is the national Catholic peace and justice movement. We work for a more peaceful, just and sustainable world through prayer, study and action.

Location: Washington, D.C. Position: Exempt, Full-Time

Supervisor: Executive Director

Description: Oversees, manages and facilitates the program work of Pax Christi USA while engaging and growing our national grassroots network.

Pax Christi USA is committed to advancing racial equity both internally and externally. Staff members should incorporate a racial equity lens to their work and participate in ongoing trainings in anti-racism and anti-bias.

Responsibilities:

• Develops, implements, facilitates and oversees national programs, events and campaigns of Pax Christi USA.
• Conducts monitoring and evaluation of programs throughout their implementation and at their conclusion.
• Coordinates staff and provides oversight and training for volunteers in developing and facilitating program work.
• Develops and coordinates working groups which provide expertise and strategy on various program priorities.
• Researches and identifies possible funding sources in support of program work.
• Serves as the staff representative on the National Council’s Program Development Committee.
• Collaborates with the communications director on strategies to promote program work and engage our members, our grassroots network, new audiences and the public at-large.
• Identifies opportunities for the involvement of students and young adults in program work and supervises program interns and volunteers as-needed.
• Leads and facilitates the process of a yearly plan for program work in collaboration with staff members and other identified stakeholders within Pax Christi USA.
• Develops and monitors annual program budget.
• Collaborates on resource creation and management in support of Pax Christi USA’s programs.
• Identifies and develops, in collaboration with the communications director and other staff, new platforms and technologies for digital activism.
• Represents Pax Christi USA in various circles related to our program work as assigned by the executive director.
• Builds relationships with regional and local group leaders to support and elevate their work and collaborate on and promote national program work.
• Develop a strategy to facilitate and grow our work in collaboration with dioceses and parishes.
• Assumes other duties as assigned/designated by the Executive Director.

Qualifications:

• Bachelor’s degree in related field (with a Master’s degree preferred) or 5+ years experience in similar position
• Training in anti-racism
• Background in community organizing
• Strong public speaking and writing skills
• Database management training and experience
• Knowledge of budgets and financial reporting
• High level of energy, self-motivation and discipline
• High level of organization and attention to detail
• Willingness and ability to travel
• Ability to communicate well and work both independently and collaboratively
• Strong knowledge of Microsoft Office suite and Google Suite
• Experience in social media platforms
• Experience in organizing and advocating for peace, justice and human rights
• Familiarity with the theology, practices, and social teachings of the Catholic Church
• English fluency required; Spanish fluency a plus

Pax Christi USA is committed to being an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of its activities or operations.

To apply:

Send a cover letter and resume to Johnny Zokovitch at jzokovitch@paxchristiusa.org with “Program Director inquiry” in the subject line.