



**NETWORK is rooted in Catholic Social Justice and the lived experience of real people.
We are open to all who share our passion.**

Communications Specialist

Start Date: January 2023

Permanent, Full-Time, Based in D.C. | \$47,000-53,000, plus generous benefits

About NETWORK: A national network of social justice advocates – and the organization behind Nuns on the Bus – NETWORK educates, organizes, and lobbies for economic and social transformation. Founded in 1971 by Catholic Sisters in the progressive spirit of Vatican II, NETWORK works to “Build Anew” by advocating for federal policies that dismantle systemic racism, eliminate the wealth and income gap, improve the well-being of our communities, and allow all people to thrive – especially those most often left out: women, people of color, people on the economic margins, and those at the intersections of these identities. We value women’s leadership, appreciate people from religious and secular backgrounds, affirm members of the LGBTQ+ community, and engage in the ongoing work to become a multicultural, anti-racist organization.

Why this position matters: As an advocacy organization that engages a national community of justice-seekers, NETWORK relies on an active communications program across various mediums. The Communications Specialist helps to communicate a clearly defined agenda of federal issues where Gospel justice is at stake. They work to ensure our Spirit-filled network is growing, connected, and nourished, while conducting research, drafting and editing content, monitoring analytics, and collaborating across teams. They advance the NETWORK brand and advocate for NETWORK priorities across communications channels clearly, persuasively, and with enthusiasm. The Communications Specialist is a highly-organized, nimble, attentive, and responsive communicator who is committed to the principles of Catholic Social Justice and curious about faith-based advocacy and organizing. They monitor the media and communications landscape, and are looking to learn and advance their skills in digital content creation, photography, and video editing.

You could be our next Communications Specialist if you have:

- Up to two years of professional experience in communications, politics, journalism, digital media; relevant internships and volunteer experiences will be counted as qualification.
- Bachelor's degree preferred but not required.
- Experience with work that requires organization and attention to detail; ability to meet deadlines, collaborate and communicate with coworkers, and handle multiple projects.
- An interest in learning new skills and monitoring emerging communication strategies and trends
- A commitment to creating a multicultural, anti-racist organization.
- Familiarity with Catholic Social Justice, faith-based organizations, or experience in working with communities marginalized by our systems and structures, anti-oppression work, or women’s leadership a plus.

What you are great at:

- Researching, writing, and speaking clearly about social justice issues
- Strong writing, editing, and formatting skills, as well as working independently and on a team, meeting deadlines, and managing multiple projects;
- Bilingual or strong written and spoken Spanish proficiency strongly preferred
- An excellent listener as well as oral and written communicator
- Being adaptable and detail-oriented, taking initiative, and collaborating with others.
- Willing to travel
- Coding, graphic design, and/or video editing skills a plus; professional development opportunities are available

What you'll be doing:

- Writing, editing, and publishing fundraising and advocacy content for digital and print communications, including a newsletter for NETWORK members and internal staff updates
- Conducting research, drafting content, and/or creating graphics to support rapid response or issue-driven resources and content creation.
- Drafting, collecting, editing, and/or publishing content for *Connection* magazine and the NETWORK website and blogs as assigned
- Supporting NETWORK's email program to ensure the program meets the needs of the Government Relations, Grassroots Mobilization, and Development teams, and other organizational needs.
- Contributing to the creation of organizational collateral, including collecting, editing, and laying out content including text and images, for reports, leave behinds, flyers, brochures, advertisements, etc.
- Taking, organizing, and archiving photos and video
- Attending in-person events as needed, assisting in the planning and production of in-person and online events and webinars and capturing content
- Tracking communication metrics, sharing timely updates and producing monthly reports (and additional reports as needed) to track key data points across platforms.
- Collaborating in the development of NETWORK's policy agenda and participating in organizational activities (planning, evaluation, development).

What it's like working at NETWORK:

Rooted in Catholic Social Justice, NETWORK is open to all who share our passion for justice. Staff and members come from a variety of religious and nonreligious backgrounds. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace environment where staff embrace the “Sister-Spirit” of our foundresses by rooting our understanding in encounter, not ideology; prioritizing the well-being of others; seeing everyone as people first, not just roles; and using humor and being feisty in order to be bold and do the unpopular. [Read More.](#)

Benefit details:

- Starting salary: \$47,000-53,000/year based on qualifications and experience
- Generous time off: 2 weeks paid vacation, Christmas week off, 12 additional holidays, 12 personal days
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- Four staff retreat days; an organizational commitment to professional development and wellness

How to apply:

Cover letter: 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you're interested in this position and why you want to be a part of the NETWORK team, and where you found us. Give us a sense of the level of responsibility, complexity, and creativity of the past communications work you've engaged in. Please also tell us how you found out about this opening, so that we can improve our effectiveness in finding great candidates and extending our search in more communities.

Resume: While you may focus on communications experience, please include all experience so we get a good picture of what you've been up to.

Email: Send materials to Colleen Ross at employment@networklobby.org. Please include “Communications Specialist” in the subject line.

Timing: This position will stay open as long or as short as needed—until we find the right candidate. We'll be screening candidates on a rolling basis so please apply promptly. You will receive an automated reply right away, and we anticipate contacting all candidates again after November 28 to let them know their status in our process.

*“*how to apply” instructions inspired from a job posting created by Team Dynamics**

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.