



## Social Media and Digital Communications Coordinator

Start Date: January 30, 2026

Permanent, Full-Time, In-Person Three Days per Week, Based in D.C

**\$61,000-\$72,000** plus generous benefits

**About NETWORK:** NETWORK is a national, Catholic social justice organization that educates, organizes, and lobbies for economic and social transformation. Founded by Catholic Sisters in 1971, NETWORK is open to all who share our values, including people from diverse religious and secular backgrounds. We are committed to centering racial justice and equity at the heart of our work and to holding ourselves accountable to communities of color inside and outside of our organization. We value women's leadership, and welcome and affirm members of the LGBTQ+ community.

We are seeking a dynamic Social Media and Digital Communications Coordinator to join our communications team. This role will elevate our online presence and grow content and engagement in our digital communications sphere. The ideal candidate will have a strong understanding of social justice themes, excellent communication skills, and experience in digital communications strategies.

### **You could be our next Social Media and Digital Communications Coordinator if you have:**

- 2+ years of experience in social media management, digital marketing, and/or community organizing
- Strong understanding of social justice issues and a commitment to advancing equity and inclusion
- Proficiency in social media management tools (e.g., Hootsuite, Edgar) and graphic design platforms (e.g., Canva, Adobe Creative)
- Experience with analytics tools (e.g., Google Analytics, social media insights) to track and report engagement metrics

### **You are great at:**

- Capturing, creating and editing content (videos, graphics, copy, toolkits)
- Writing, editing, social media strategies, and digital communication skills
- SEO best practices
- Working under pressure, independently and on a team, meeting deadlines, and managing multiple projects
- Being an excellent communicator, an organized collaborator and an outstanding team member
- Fluency in Spanish a plus

### **What you'll be doing:**

- Develop and implement engaging and evidence-based social media campaigns or strategies across various platforms (Facebook, X, Instagram, Bluesky, LinkedIn) that inform, mobilize, and grow our audiences and encourage actions aligned with our social justice goals, including through organic posts, paid digital ads, and partnerships
- Actively supporting and participating in NETWORK's internal and external racial justice, diversity, equity and inclusion commitment

**What it's like working at NETWORK:**

NETWORK is open to all who share our values. Staff and members are people from a variety of religious and nonreligious backgrounds. NETWORK values work-life balance and strives to be a supportive workplace environment.

**Benefits details:**

- Generous time off: 2 weeks paid vacation in each of first two years, in addition to Thanksgiving Week off, Christmas Week off, plus 10 additional holidays
- Platinum level health plans offered – as well as dental and vision
- Generous retirement plan and parental leave after one year
- Staff Community 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, how you are qualified, why you want to be a part of the NETWORK team, and from whom you found us. Give us a sense of the level of responsibility, complexity, and creativity of the work in which you have engaged.

**Resume:** Attach a resume.

**Email:** Send materials to Chief of Staff, Sister Erin Zubal, OSU at [employment@networklobby.org](mailto:employment@networklobby.org). Please include "Social Media and Digital Communications Coordinator" in the subject line.

**Timing:** This position will stay open as long as needed — until we find the right candidate. We will be screening candidates on a rolling basis so please apply promptly.

*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.*