



Communications Associate—Staff Writer Position Description

The Communications Associate is a highly organized and creative self-starter who gains valuable professional experience while advancing the day-to-day operations of a dynamic Catholic nonprofit organization. Working closely alongside FMS staff, and reporting directly to the Communications and Development Manager, the Communications Associate is an integral team member and receives leadership mentoring and opportunities to grow in his/her Catholic faith.

As an Office Associate volunteer within the Nonprofit Servant Leadership Program, the Communications Associate lives in intentional community with other volunteers and participates in programming activities, such as weekly direct service, evening prayer, and shared meals with the community.

Position Responsibilities

- Manage and edit FMS' World Care blog by working with contributors and producing original content
- Contribute to social media and online presence, including FMS' website, blog, Twitter, Facebook, YouTube channel, LinkedIn, Pinterest, Instagram, and more
- Write for publication including newsletters, e-publications, press releases, brochures, display materials, etc.
- Assist with the development of technology communications, including podcasts, videos, slide shows, and other related materials
- Provide support to ongoing development plans including regular fundraising campaigns

Other Essential Duties

- Engage in direct service for five hours every Wednesday afternoon with a local Washington, D.C. nonprofit
- Participate in other duties as assigned, including but not limited to: assisting staff team with organization-wide projects (e.g. staff meetings, direct mail fundraising appeals, etc.) and events (e.g. World Care Benefit, lay mission commissioning)

Position Qualifications

- Bachelor's degree in English, journalism, communications, public relations, marketing, or other related field
- Highly creative with strong writing skills and demonstrated ability to write in multiple genres
- Highly detail-oriented and organized with demonstrated ability to meet deadlines and handle multiple projects at once
- Excellent computer skills including proficiency in Microsoft Office

- Knowledge of and interest in social media best practices
- Ability to interact effectively with diverse constituencies
- Ability to adjust to fast-changing priorities in a dynamic, collaborative, and communication-driven work environment
- Demonstrated commitment to service and social justice
- Demonstrated proactive commitment to one's own faith/spiritual development as well as an openness to learning about Franciscan spiritual values
- Willingness to honor the core Franciscan values of peace, fraternity, hospitality and care for creation in daily interactions with FMS staff, volunteers, and diverse constituencies
- Desire to engage in the FMS community beyond the traditional 9am-5pm work schedule to fully participate in intentional living community, including shared meals and prayer
- Ability to commit to the program's 13-month term of service, live simply on a monthly stipend, and participate in intentional volunteer living community
- Bonus: skills in web design and audio editing

Program Benefits

- Direct engagement in the workings of a mission-driven nonprofit while gaining valuable professional experience in communications, development, and editing
- A one-person fully-furnished bedroom in FMS' intentional volunteer living community
- A \$350 monthly stipend and health insurance
- Ten vacation days in addition to holidays
- Biannual retreats and opportunities for spiritual direction
- Cultural enrichment, social engagement, and top-notch networking opportunities that come with living in Washington, DC
- Professional mentorship, peer support, and leadership development within a collaborative and close-knit team of young professionals

To apply, visit <http://franciscanmissionservice.org/programs/nonprofit-leadership-program/associates/>

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