

JOB DESCRIPTION

About Catholic Care for Children International

Catholic Care for Children International (CCCI) is an initiative of the Union of International Superiors General to promote family and community-based care for the children who are vulnerable and living in the institutional settings. It aims to support and strengthen religious institutes in expressing a charism of care, doing so in ways that improve outcomes for the children by ensuring children grow up in safe, nurturing families or family like environment.

CCCI creates and offers new training opportunities for sisters to acquire new skills. It supports them in engaging with local, national, and regional church-based and other groups that work with care reform. It assists sisters in the creation of life-giving support structures at the local, national, and international levels.

Position Description: Communications Officer

Reports to: UISG Coordinator, Catholic Care for Children International

Job Type: Full time. The person chosen may work remotely.

Position Summary: The Communications Officer is responsible for developing and implementing the communication plan of Catholic Care for Children International. The Communications Officer:

- ✓ facilitates the development of the communications strategy and advises the CCCI coordinator on communications issues.
- ✓ ensures effective coordination of internal communications with CCCI and CCC Partners.
- ✓ leads outreach to the public to generate interest in and engagement with CCCI and its Partners.
- ✓ collaborates internally and externally to ensure that CCCI's identity and public image are accurately and consistently reflected.

In all activities, the Communications Officer exemplifies the mission and spirit of Catholic Care for Children International.

Responsibilities

Communications Strategy and Planning (30%)





- Assists CCCI Coordinator in designing communications strategy in support of CCCI goals and objectives
- Prepares and manages the annual budget for the communications function of the CCCI
- Develops and implements an annual communications plan across all CCCI channels
- Develops and maintains a crisis communications plan
- Provides support to the CCCI Coordinator for presentations, exhibits, and other events

Communications Management (50%)

- Develops a weekly/monthly content calendar to organize and manage communications across all CCCI channels
- Ensures regular content updates and technical maintenance of the CCCI website
- Develops and maintains CCCI newsletter and if need arises develops brochures, flyers, CCC learning materials, booklets etc.
- Monitors and engages on CCCI social media channels
- Develops news releases and maintains list of media relationships/contacts
- Regularly monitors online performance via analytics and other means to inform communications decision making

Collaboration (20%)

- Coordinates with UISG Communications Office to ensure alignment of identity and messaging
- Attends 1-2 meetings annually at UISG offices in Rome
- Attends monthly online CCC Partner meetings and occasional in-person Regional Partner meetings.
- Attends monthly online GHR Communications meetings and other meetings that relevant to the work of the CCC.
- Maintains membership in appropriate professional organizations for ongoing education
- Networks with link minded organizations.
- Provides technology support for the learning management system (Teachable platform) of the CCCI training courses, learning platforms.

Qualifications

- Commitment to and ability to clearly articulate the CCCI mission



International Union of Superiors General – UISG
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- Experience of working in a collaborative and multicultural work environment
- At least five years of communications experience
Understanding of Catholic religious life, especially Catholic Sisters
- Demonstrated relationship building and interpersonal skills
- Excellent skills as a writer and editor in the English language; in addition, skills in Spanish or Italian Italian, would be an advantage.
- Experience with a wide range of technology and applications, e.g., WordPress, Microsoft Office, Mailchimp, Canva, 1Password, etc., and with major social media platforms
- Able and willing to travel internationally to support CCCI activities
- Willingness to learn about care reform for children

To Apply

Please email a cover letter and CV to the administrator CCCI at ccciposition@gmail.com

Only applications submitted by email will be accepted.

Applications will be accepted up to and including 7th November 2022.

These documents would be accompanied by a letter from your Superior General supporting your application.

