

Job Description for Pax Christi Metro New York [PCMNY]

Office Coordinator

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PCMNY Mission Statement

Rooted in Gospel nonviolence, Pax Christi Metro New York [PCMNY] educates and advocates for peace and social justice locally and globally through prayer, study, and action.

Role Summary

This position for PCMNY requires a person with strong interpersonal and planning skills to facilitate spreading our message of Nonviolence in the New York community and beyond. The applicant will need flexible availability to work 15 hours per week with some additional hours as needed and at the direction of the Board. It is anticipated that the candidate will need to be onsite at our office in Manhattan at times while some hours may be done remotely. Vacation and holiday time to be determined, dependent on the number of hours employed per week.

Responsibilities

The primary responsibility for this position would be to support the PCMNY committees and the Board as they initiate and maintain ongoing and annual events and activities to involve members and others in spreading the message of nonviolence and social justice. This position would focus on maintaining data and communication regarding membership, donations, and events scheduled by the PCMNY community and communicated via social media, printed and electronic communication.

Required Duties

- Work collaboratively with PCMNY Board, staff and volunteers (including working groups/committees) to support PCMNY programs
- Process donations as directed by the Board
- Collaborate with likeminded groups as needed
- Respond to member inquires and requests made by snail/email or voice
- Maintain clear communication regarding program decisions/initiatives of the Board and the Committees to PCMNY members and the Metro NY Catholic and peacemaking communities via snail/email, social media, website updates and/or phone messaging
- Communicate and coordinate with Pax Christi USA and Pax Christi New York State as needed
- Produce data-based reports as needed by the Board or Committees to support creation of the Annual Report, program planning, fundraising activities or grant applications
- Adhere to timelines as determined by the Board or Committees

Personal Qualifications:

- A solid understanding of and commitment to PCMNY's mission to educate and advocate for nonviolence and social justice locally and globally through prayer, study, and action
- Collaborative working style
- Self-motivated
- Able to carry out responsibilities with limited supervision

- Able to successfully oversee multiple projects
- Good time management skills
- Good verbal and written communication skills using snail/email, social media, website updates and/or phone messaging

Requirements:

- Home internet connection for video conferencing with 10 MB minimum upload and download speeds
- Experience in use of and timely response to office email and phone messaging
- Proficient with electronic banking, Twitter, Facebook, Instagram, and Zoom as Host and with Zoom Chat record
- Proficient with Microsoft Office and QuickBooks
- Proficient in preparing and printing copies as needed

Required Documents:

- Writing sample in a Board determined format
- Resume
- Any documentation required by the federal, state or local government