US-CHINA CATHOLIC ASSOCIATION
PART-TIME COMMUNICATIONS COORDINATOR position listing

About Our Organization

The US-CHINA CATHOLIC ASSOCIATION (USCCA) is a small, Berkeley-based nonprofit that maintains ties between the Catholic communities in China and in the U.S. The USCCA runs study tours in China, conferences, speaking events, a newsletter, member services, and mission appeals in parishes across the country.

Position Description

The USCCA seeks a COMMUNICATIONS COORDINATOR to work with the executive director to

- publish the bimonthly newsletter of the USCCA;
- enhance and oversee website content such as study tour, conference, current events, and resource webpages; work with webmaster to post content;
- oversee campaigns to promote events, study tours, conferences, membership outreach, and similar initiatives;
- develop a strategy for use of Facebook and post weekly on the USCCA Facebook page.

Arrangements

Typically, activities of the Communications Coordinator would require 15 to 20 hours per week. Most work can be done remotely. Accordingly, this position allows for maximum flexibility and working arrangements.

These work activities could be contracted out, then billed to the USCCA on a per-hour or per-task basis. Compensation dependent upon background, qualifications, and specific arrangements.

Qualifications

Prospective applicants should have relevant experience and training, good communication skills, marketing savvy, ability to work with digital photos for publication, and appropriate computer and internet proficiency for a remote position.

Experience with MailChimp, Salesforce, and/or Wix (our website platform) a plus.

For this position, appreciation of the work of the Church, cultural diversity, and the history of the Church in China would all enhance candidate’s qualifications.

To Apply

Please send inquiries to Fr. Michael Agliardo at Director@USCatholicChina.org.

To apply, send cover letter, resume, and a reference to Fr. Michael at above email address.