

Job Opening: WFWPI Director of Communications and Publications

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Are you passionate about showcasing women working together for peace? Have experience in Communications and Publications? Women's Federation for World Peace International is hiring a Director of Communications and Publications!

Job Title: WFWPI Director of Communications and Publications

Job Location: TBD

Job Type: Full Time

Job Description:

This full-time position will be part of WFWPI, International (WFWPI) and the WFWPI Office for UN Relations in New York. This office was established in 1997 and is currently under the leadership of Mrs. Alexa Ward, International Vice President and Director of the WFWPI Office for UN Relations in NY. This office has a close working relationship with the WFWPI Headquarters in Korea and the WFWPI Director of the UN Relations Offices worldwide, Mrs. Carolyn Handschin. The WFWPI UN Relations Office in New York also maintains consistent communication and collaboration with organizations that are part of the American Unification movement.

The Director of Communications and Publications (DCP) will report to Alexa Ward and Grace Kellett, the Administrator. The Director of Communications and Publications (DCP) will primarily manage and develop WFWPI's website, manage and develop WFWPI's social media channels, and manage the production of the UN Newsletter and additional published material. Currently, the office is located in Bridgeport, CT, however, the location for this position is open for discussion and consideration.

Skill and Education

Bachelor's Degree

Experience related to communications, publishing, digital platforms and/or project management/digital production

Mind to manage and plan, self-driven, forward-looking and creative

Well organized and detail-oriented

Word and/or Google applications

Familiarity with social media platforms

Additional Skills And Interest

Layout and design skills

Digital Marketing experience

Desktop publishing skills: Adobe InDesign or Microsoft Publisher

Basic photo editing skills

Experience in social media strategy strongly preferred

Job Attributes

As a member of a small team the DCP will focus primarily on the following areas:

Manage the WFWPI website and social media channels

Manage a global editorial team to develop new content for WFWPI's digital platforms

Liaise with graphic designers and media teams to produce program books, banners, flyers and other media content for 3-4 events each year

Develop WFWPI's presence on relevant digital media platforms (ex. social media campaigns, developing a weekly email newsletter for subscribers, developing content that better targets WFWPI's audience etc.)

Assist in managing the production of the biannual UN Newsletter

Collaborate with the WFWPI team to develop new and exciting projects to promote WFWPI as an international organization!

To Apply

All interested applicants should submit their resume and cover letter to Grace Kellett, Administrator of the WFWPI Office in New York, at g.kellett@wfw.org. Submissions will be accepted on a rolling basis until the position has been filled.

**Job applicants must have the legal right to work in the United States. WFWPI cannot help you get a work visa.*