

Wanted: WFWPI Director of Communications and Publications

Alexa Ward
June 7, 2019

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 WFWP, 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.

Requirements

- Bachelor's Degree in a related area
- Excellent writing and editing skills
- Layout and design skills
- Well organized and detail oriented
- Basic photo editing skills
- Proficient in Word and/or Google applications
- Mind to manage and plan, self-driven, forward-looking and creative

Desired Interests and Skills

- Photoshop
- Graphic Design
- Experience in social media strategy
- Search Engine Optimization experience
- Experience in project management and/or editorial production
- Desktop publishing skills: Adobe InDesign or Microsoft Publisher

Responsibilities

As a member of a team consisting of the Administrator of the WFWPI Office in New York, WFWPI leadership, and regional contributors, the DCP will manage and edit content for the WFWPI website, regular newsletters and social media strategy. The following are the areas of responsibility:

- Manage the website with Squarespace
- Develop Guidelines for WFWPI contributions expectations, publications content style, photo submission and media posts
- UN Newsletter Production
- Manage WFWPI Contributor Team
- Manage Design and Production of Additional Printed Materials
- Develop the following areas related to communications and publications:
 - Develop Social Media Presence
 - MailChimp email campaigns
 - WFWPI Editorial Calendar

[Click here to see the full job description](#)

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@wfwp.org by June 30, 2019.



Director of Communications and Publications for Women's Federation for World Peace, International

Overview

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Skills & Education

Required Skills and Education

- Bachelor's Degree in a related area
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Desired Interests and Skills

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Areas of Responsibility

As a member of a team consisting of the Administrator of the WFWPI Office in New York, WFWPI leadership, and regional contributors, the DCP will manage and edit content for the WFWPI website, regular newsletters and social media strategy. The following are the areas of responsibility:

Manage the website with Squarespace

- Manage and develop the production and publication of website content
- Manage and develop website structure where necessary

Develop Guidelines

- Expectations and Guidelines for WFWPI contributors
- Content style guidelines for all WFWPI publications
- Guidelines for taking and submitting photos
- Guidelines for social media posts

UN Newsletter Production

- Collaborate with Carolyn Handschin, Director of the Offices for UN Relations and Publisher of the UN Newsletter, on developing and implementing the editorial calendar
- Layout and design of newsletter twice a year (print-ready and PDF version)

Manage WFWPI Contributor Team

- Manage the WFWPI Contributor Team monthly meetings and KakaoTalk group
- Coordinate with contributors (both WFWPI Contributor Team and intern contributors) on articles

Manage Design & Production of Additional Printed Materials

- CSW: Program Ad Book; Parallel Event & Side Event Banners and Flyers
- Horizon Summit: Program Book; Banner; Posters
- International Year of the Family: Banner; Flyers
- Advocacy Materials: postcards; other ideas

Develop the following areas related to communications and publications:

- **Develop Social Media Presence**
 - Social media and digital marketing strategy, campaigns, and intern management
- **MailChimp email campaigns**
 - Develop online newsletter for mailing list
- **WFWPI Editorial Calendar**
 - Develop, manage and implement Editorial Calendar

All interested applicants should submit their resume and cover letter to Grace Kellett, Administrator of the WFWPI Office in New York, at g.kellett@wfwp.org by June 30, 2019.

About WFWPI

WFWPI VISION STATEMENT

Women working together to realize one global family rooted in a culture of sustainable peace.

WFWPI MISSION STATEMENT

Empowering women as peacebuilders and leaders in the family to transform the community, nation and world. Through education, advocacy, partnership, reconciliation and humanitarian service, WFWPI aims to create an environment of peace and wellbeing for future generations and people of all races, cultures and religious creeds.

WOMEN'S FEDERATION FOR WORLD PEACE, INTERNATIONAL (WFWPI)

The Women's Federation for World Peace International (WFWPI) supports a network of National WFWP chapters in over 120 nations that are dedicated to empower women with "the knowledge, the tools and the support needed to create peace at home, peace in our communities, our nations and throughout the world".

Programs, designed according to local needs and capacities, include; leadership training for women and girls, education for peace and reconciliation, skills development and advocacy at major UN Offices and various regional and national institutions. In support of United Nation Development Goals, WFWP maintains over one hundred service projects in fifty nations, in the areas of education, vocational training, microcredit, AIDS prevention education, technical support, medical assistance and nutrition guidance.

WFWP Chapters adhere to the principle that women, working together, taking initiative and empowering one another across traditional lines of age, race, culture and religion to create healthy families, are resolving the complex problems of our world. Ultimately "solutions" come as true partnerships between men and women are established in all levels of society. The beginning point is within society's most elemental level—the family. From there, Peace will naturally expand.