

# CRISPAZ El Salvador Job Description

## Position: Communications Coordinator

**Full Time Equivalent:** .75-.875 (30-35 hours a week)

**Updated for:** January 1, 2006 – December 31, 2006

### Areas of Responsibility:

The Communications Coordinator will be responsible for producing our quarterly publication, *Salvanet*, regular electronic updates on El Salvador and the website. The Communications Coordinator will organize information and resources for use by other CRISPAZ programs and personnel and will support other team members in the production of published materials for CRISPAZ.

### Requirements:

- Written and spoken fluency in Spanish and English, with experience in written translation.
- Computer literacy, experience in desktop publishing especially Adobe Page Maker a plus.
- Writing and editing experience in English.
- Basic understanding of electronic newsletters and web-site maintenance preferred.
- An understanding of Salvadoran and North American culture and a demonstrated ability to function well in both and between the two.
- Good analysis of Salvadoran political, economic, social and religious reality.
- Ability to communicate and work effectively with staff and board members and other people with whom he/she has contact and/or working relationships.

### Personal Characteristics and Values:

- Deep commitment to peace with justice, solidarity and accompaniment of the Salvadoran people from a perspective of faith.
- A commitment to building team and community life in CRISPAZ.
- Willingness to promote the work of CRISPAZ and to educate for change to a North American audience.
- Understanding and Commitment to the CRISPAZ mission, CRISPAZ unity, and vision.
- Assertive, warm, creative, patient, articulate, flexible, participatory, demonstrates leadership.

### Specific Responsibilities:

1. Coordinate the production of *Salvanet*.
2. Layout and edit *Salvanet*.
3. Conduct in-field reporting on topics related to our work for CRISPAZ publications and other outlets.
4. Work with the SNS Coordinator to produce regular e-mail news briefs, action alerts and organizational updates for distribution on the listserv.
5. Manage the CRISPAZ website.
6. Edit and update CRISPAZ promotional and educational materials.
7. Participate as needed in the orientation of new volunteers and interns.
8. Participate fully in the community life of CRISPAZ.

9. Attend staff, team and annual board meetings.

**Organizational Relationship:**

The Communications Coordinator will be responsible to the SNS Coordinator and the El Salvador Country Coordinator and indirectly to other staff members in El Salvador and Boston. This position is directly supervised by the SNS Coordinator. Final determination for hiring is made by the ES Country Coordinator in consultation with the SNS Coordinator and SNS team. Termination would be based on negative evaluations by the staff, team and ESE participants. Final determination for termination would be made by the ES Country Coordinator in consultation with the Personnel Committee of the Board of Directors.