

Geneva, 14 May 2020

Franciscans International (FI) is seeking candidates for the position of

OUTREACH OFFICER

About the position

Title: Outreach Officer
Department: Outreach
Location: New York City, NY, United States
Reports to: Executive Director
Contract: 2 years, with a 3-month probation period; part-time position 50%
Start: 1 September 2020 (depending on the Covid-19 situation in New York City)

Summary of the position

The Outreach Officer (OO) is based in New York and supports the global outreach program of the organization. The OO contributes to enhance the visibility of and the knowledge about Franciscans International (FI) within the Franciscan Family worldwide.

The OO acts under the supervision of the Executive Director (ED) and in close collaboration with the FI Representative at the UN in NY (FI Rep) and with the Communications Officer (CO) in Geneva, always acting in the spirit of the FI Vision and Mission.

About Franciscans International

FI is an international non-governmental organization with general consultative status with the United Nations, working together with and on behalf of Franciscan orders and congregations, for the promotion and protection of human rights, as well as social and environmental justice. Since its establishment in 1989, FI has used advocacy as a tool to address and redress human rights abuses.

From its offices in Geneva and New York, FI works together with grassroots movements and national and international civil society organizations to advocate for structural changes addressing the root causes of injustice. FI works to reclaim the central role of human rights in the formulation and framing of international and national public policies. We believe human rights standards must be at the heart of all political processes, in particular of those related to international development, the environment and security.

MAIN RESPONSIBILITIES AND TASK

1. Strengthen relationship between FI and Franciscan Family (FF)
 - a. Provide FF with information regarding FI and its various initiatives
 - b. Encourage an increase in both moral and financial support for FI on the part of the Franciscan Family
2. Database mapping of FF
 - a. Update database with lists and contact info of FF members
3. Identify Franciscans previously associated with FI
 - a. Create a list of FI “alumni” or partners from the FF
 - b. Identify and develop FI ambassadors, collaborators, etc. among FF members
4. Raise awareness of human rights issues among FF
 - a. Assist with capacity building among FF as requested by FI Geneva/NY
 - b. Work with the Communications Officer in such activities as the production of resources that reflects on FI’s activities through a Franciscan spiritual lens (prayer booklets, meditations, etc.)
5. Assist ED in providing spiritual inputs to FI staff
6. Attend and report on meetings at the United Nations, NGOs, and other coalition partners, as requested
7. Assist in organizing special projects and side events (for example, the FI board meeting in New York)
8. Collaborate with the FI Rep in the administrative tasks of the New York Office, according to the indications of the Executive Director
9. On occasion, assist with the proofreading and editing of texts as requested by FI staff (briefs, articles, etc.)

REQUIRED SKILLS AND EXPERIENCE

- Being a member of one branch of the Franciscan Family, with grounded knowledge of Franciscan spirituality and of the Franciscan movement, especially in the United States.
- Mastery of the English language and upper intermediate Spanish or higher.
- Excellent communicator, at ease with giving presentations in public.
- Ability and availability to travel for meetings of the Franciscan Family and other entities, as needed.

HOW TO APPLY

Deadline: 30 June 2020

Send your CV with a one-page cover letter (all documents in English) to Markus Heinze OFM at m.heinze@franciscansinternational.org. Please mention in the subject of the message “Vacancy: Outreach Officer”. In the cover letter/CV, please indicate whether you are already eligible to work in the United States.

Although Franciscans International is an equal opportunity employer, this specific position is open only to members of Franciscan orders and congregations from both the Catholic and Anglican Churches. All applicants will be contacted at the latest by the end of July.