

PART-TIME COMMUNICATIONS COORDINATOR AT CATHOLIC NONPROFIT



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.

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 (which the webmaster would post as specified)
- oversee campaigns to promote events, study tours, conferences, membership outreach, and similar concerns

These work activities could be contracted out, then billed to the USCCA on a per-hour or per-task basis. Most work can be done remotely. Accordingly, this position allows for maximum flexibility and working arrangements.

Prospective applicants should have relevant experience and training, good communication skills and promotions savvy, and appropriate computer and internet proficiency for a remote position. Appreciation of the work of the Church, cultural diversity, and/or the history of the Church in China would be a welcome plus.

Given the skills and interests of the applicant, it might be possible to combine this position with other roles at the USCCA.

Please send inquiries to Fr. Michael Agliardo at Director@USCatholicChina.org. To apply, send cover letter, resume, and a reference to Fr. Michael, as well.