



7300 Hanover Drive, Suite 304 | Greenbelt, MD 20770 | 301.588.4030 | cmsm.org

## **CMSM Position Description**

- Title:** Justice and Peace Coordinator
- Supervisor:** CMSM Operations Manager
- Time:** Part-time
- Location:** The work will be primarily virtual, but the ideal candidate would be able to visit the office in Greenbelt, MD as needed.

### **Overview**

The Justice and Peace Coordinator will help gather and share information with CMSM members on justice, peace, and integrity of creation issues. He or she will write the monthly *Items of Note—JP Edition*, coordinate quarterly gatherings of JP coordinators, and where asked by staff, will provide research or feedback support or topics relevant to the needs of CMSM members.

### **Responsibilities**

Writes the monthly *Items of Note—JP Edition* and occasional issue alerts

Creates or facilitates the creation of educational material for members and their communities to socio-political, justice and peace issues and general social concerns related to the mission of religious life and their Gospel implications

Enables and facilitates justice and peace ministry of the members' communities and encourages collaboration among them.

- a. Encourages regional JP efforts and helps with agenda, input and coordination, including regular communication via the JP list-serve, quarterly JP calls, and encouraging local JP promoters to speak at regional and national events.
- b. Disseminates position papers, educational materials, Conference and publications through the national network.

Gathers information regarding peace and justice issues, which would coincide with the directives, policies, priorities, programs, and concerns of the Conference and its membership, and shares it with staff and members as appropriate

## **Skills**

Knowledge of and commitment to Catholic Social Teaching.

Knowledge of Catholic Theology.

Advocacy, Community Organizing, and Social Movement skills helpful.

Knowledge of men's religious institutes helpful.

Competency in word-processing, social media, webinars, and use of the internet, including e-mail.

## **To apply for this position**

Please send a cover letter and resume to [coo@cmsm.org](mailto:coo@cmsm.org). Questions can be directed to Tom Southard, CMSM Chief Operating Officer, at that address.