



POSITION POSTING COMMUNICATIONS AND OUTREACH ASSOCIATE

A successful candidate for the Communications and Outreach Associate position will have the rare and unique ability to understand, analyze, and write effectively on the intersection of Catholic social teaching and public policy issues. The candidate will have the ability to compose content with depth and clarity and will possess a talent for delivering cohesive and thought-provoking material in both short and long-form.

Along with a demonstrated ability to write with precision and conviction, the candidate will guide the organization's grassroots efforts by engaging with and continually seeking to grow the Catholic Advocacy Network. Through timely action alerts and weekly legislative content, the CAN plays an important role in providing Catholic citizens in Michigan with the ability to learn about policy issues of interest to the Catholic Church and then to express those positions electronically to their state and federal officials. In recent years, highly effective grassroots outreach has been instrumental toward supporting or defeating specific legislation at the State Capitol in Lansing. The candidate will also demonstrate an interest and ability to promote the organization's legislative advocacy through social media channels. MCC primarily maintains a Twitter and Facebook presence, with a lighter footprint on Instagram and YouTube. Candidates with basic "multi-media" skills – e.g., creating graphic images and shooting and editing video – would be helpful but is not required.

The Communications and Outreach Associate will operate both independently and in collaboration with MCC co-workers to advance the public policy positions of the Catholic bishops in Michigan. In collaboration with MCC's Graphic Design Specialist, the work of the Communications and Outreach Associate position has been recognized in recent years with over a dozen awards from organizations such as the Public Relations Society of America, Central Michigan Chapter, the Michigan Society of Association Executives, and the Catholic Media Association of the United States and Canada. Partisan-driven candidates will not be of assistance to this organization nor will those seeking to promote a theological or liturgical perspective.

Resources that interested candidates may wish to explore:

- Michigan Catholic Conference [Mission Statement and History](#).
- The [Catholic Advocacy Network](#) is MCC's email-based platform that provides Catholics across the state with regular legislative updates and opportunities for advocacy action.
- [Lansing Update](#), an electronic publication that is distributed weekly through the Catholic Advocacy Network when the Michigan Legislature is in session.
- [The Word from Lansing](#) is a monthly advocacy column composed for Catholic news outlets.
- [FOCUS](#) is the organization's quarterly publication that examines a social or public policy issue through the lens of Catholic social teaching. FOCUS has a mailing list of 4,200 and typically distributes 50,000 – 75,000 copies to Catholic institutions across the state.

- An [End-of-Session Legislative Report](#) catalogues and reports the outcomes of those policies on which the organization engaged during the biennial legislative session.
- [Forming Consciences for Faithful Citizenship](#) is the Catholic Church's teaching document from the United States Conference of Catholic Bishops that pertains to electoral participation for Catholic institutions and persons.

To Apply:

Interested candidates are asked to send the following material to:

David Maluchnik
 Vice President, Communications
dmaluchnik@micatholic.org

1. Resume or Curriculum Vitae.
2. Cover letter that summarizes the candidate's employment history and qualifications for this job.
3. Two to three writing samples that demonstrate an ability to write for *Lansing Update*, *The Word from Lansing* and *FOCUS*.
4. Three professional references and/or letters of support.

Salary: Commensurate with the candidate's experience, education, and ability to execute the requirements of the job.

Benefits: As a full-time employee, the successful candidate will enjoy a comprehensive total rewards package that includes four medical plan offerings, dental, vision, life insurance, disability coverage, flexible spending accounts, an employer-sponsored defined benefit retirement plan (pension), as well as a 403(b)-retirement savings plan. Our benefit plans are designed according to the values of the Catholic Church and to serve the well-being of our participants.

Culture: Together with public policy advocacy, MCC provides administrative services to the seven Catholic dioceses in Michigan. As a service organization, MCC leadership places an emphasis on treating all employees with dignity and respect and is committed to helping provide its employees with ongoing professional development and the tools needed to achieve success.