



Aid to the
Church in Need

ACN INTERNATIONAL

Aid to the Church in Need (ACN)

ACN is a pastoral relief organisation of the Catholic Church that works for Christians worldwide wherever they are persecuted or oppressed or suffer material hardship. It is financed solely by donations, which each year support over 5,000 projects in more than 140 countries with around 100 million euros.

ACN International reports to the Holy Father and is represented by 23 national offices in Europe, America, Asia and Australia. The International Headquarters is located in Königstein im Taunus, Germany

We are looking to hire a dedicated communications officer to join our team. The communications officer will support our internal and external communications in the press department, write and disseminate material, respond to inquiries from the public and media, and coordinate communications tools and administration in the department.

We are looking for the following person to join the Communications Department/Press Office as soon as possible:

Press and administration Officer full-time (39 hrs/week)

Tasks

- Collaborate with Head of Press Management to develop and implement an effective communications strategy based on our target audience
- Write press releases, speeches and reports
- Edit content, including publications, press releases, annual reports, speeches, and other material that communicates the organisation's activities, products and/or services.
- Translate content
- Maintain records of media coverage and collate analytics and metrics
- Maintain and update mailing lists and databases
- Take care of internal and external correspondence
- Handle administrative requests and queries from senior management
- Coordinate, plan, and follow-up field trips
- Update and maintain office policies and procedures

Requirements

- ✓ Minimum of 2-5 years experience in a communications role
- ✓ Excellent verbal, written and interpersonal skills
- ✓ Good time management and organisational skills
- ✓ Proficiency in Microsoft Office, content management systems and social media platforms
- ✓ Fluency in German and English mandatory. Spoken Spanish, French or Italian an advantage

- ✓ Ability to work in a team, flexibility, and resilience
- ✓ Good knowledge of the Catholic Church worldwide
- ✓ General knowledge of the worldwide media landscape

Are you looking for a meaningful, fulfilling job? A mission through which you can directly help persecuted Christians around the world every day and change many lives through your valuable work? In addition, do you take your faith seriously and want to live it in your professional life? Then this job could be for you!

We offer an appropriate salary according to the tariffs of the German Caritas Association (AVR), which includes a Christmas bonus, paid holidays, flexible working hours and opportunities for professional development. In addition, we have an extensive spiritual program in the house, which includes the possibility of participating in spiritual retreats.

If you are interested in this position, please send your application to:

ACN International Aid to the Church in Need gGmbH
z. Hd. Mr. Markus Wagner
Bischof-Kindermann-Straße. 23
61462 Königstein/Taunus
Germany
Email: mw@acn-intl.org