

The Murphy Initiative for Justice and Peace
1001 West Joppa Rd.
Baltimore, MD 21204-3787



Position: Part-time
Type: Program Assistant
Starting Date: June 1, 2010

Established in 2002, the Murphy Initiative for Justice and Peace seeks to be a common voice for justice and peace in the Archdiocese of Baltimore. Named in memory of Bishop Frank Murphy, the Initiative provides a forum for dialogue, actions, and advocacy around four goals: peacemaking, justice in the church, intercultural relations and education for justice and peace, as guided by the Gospel and the body of Catholic Social Teachings. www.pfmjpi.org

The position of Program Assistant directly assists the Executive Director. The successful candidate must demonstrate an awareness of social justice issues grounded in the Catholic tradition. A minimum of a Bachelor's degree is expected coupled with excellent writing/computer skills, and the ability to work collaboratively. This candidate must have the flexibility to work occasionally on weekends and evenings and to work some weeks more than others.

In assisting the Executive Director, the Program Assistant will perform the following duties:

- ◆ Assist the Executive Director by attending to all the details connected with the planning of Steering Council meetings and the Murphy Initiative activities.
- ◆ Serve as a liaison to the representatives of the fourteen religious orders who are members of the Murphy Initiative.
- ◆ Carry out the following communication duties under the direction of the Executive Director: maintaining the database, sending weekly email updates, communicating with the web manager for regular postings, coordinating volunteers to help with these tasks.
- ◆ Coordinate volunteers as needed.

A competitive salary, based on an average of twelve hours per week, will be offered as an independent contractor.

Please forward resume to:

Diane Bardol, GNSH, Executive Director
The Murphy Initiative for Justice and Peace
1001 West Joppa Rd; Baltimore, MD 21204-3787
pfmjpi@missionhelpers.org - 410 823-8585 x244

Resumes must be received by May 1, 2010