Job Title: Solidarity with South Sudan Mission Promoter - SSS Mission Promoter

The Mission Promoter of Solidarity with South Sudan is a liaison person between the Solidarity with South Sudan Board and Executive Director and the various religious congregations and Embassies to the Holy See located in Rome. She/he promotes the Vision and Mission of Solidarity with South Sudan. She/he fosters and maintains relationships with Solidarity member congregations and various international Church and public agencies. The Mission Promoter of Solidarity with South Sudan is a Sister, Brother or Priest member of a women’s or men’s religious community.

Responsibilities:

- Promotes the vision and mission of SSS among members and other religious congregations, particularly in Rome and Europe, but also in Africa, Asia and the Americas.
- Visits Generalates and maintains contact with religious congregations in Rome and Africa.
- Invites religious congregations to consider annual or one-time donations to SSS and takes initiatives in fund raising with religious congregations.
- Keeps up to date on the work of SSS, the general financial status, current staffing and the current projects in Solidarity with South Sudan.
- Develops and fosters relationships with the congregations, Men and Women conferences of religious, Vatican offices, Embassies, and International NGOs, etc.
- In cooperation with Rome Office and Fundraising team, participates and arranges SSS events, such as prayer services, round-tables, presentations with Embassies.
- Represents SSS at prayer services and other significant events in Rome.
- Be in contact with the SSS Executive Director, Fundraiser and Communications Person for current information.
- Visits South Sudan at least once a year in order to know the current reality.
- Assists with recruitment during the visit with the various congregations.
- Develops a network with the communication officer and the fundraiser in Rome in order to keep the congregations engaged and up to date with what is happening in SSS mission.
- Is accountable to the Executive Director and prepares written reports including her/his annual plan, i.e. budget, travel, etc.
- In conjunction with the Executive Director prepares a written report for the Board twice a year.
- Be available to the Executive Director, as needed, to gather updated information about the member congregations regarding new staff or other resources.
- Provides information and materials for the website and Facebook to the communication officer.
- Will report to the Board.
• In the interest of transparency and accountability, the SSS Mission Promoter has the right to express and concerns directly to the Chairperson of the Personnel Committee and/or to the President of Solidarity.

Skills needed:
• Ability to relate well with others in a team-working spirit
• Self-motivated with a willingness to take initiative
• Creativity
• Leadership
• Effective communicator
• Reliable, self-confident and transparent
• Is familiar with or is willing to become familiar with SSS
• Some computer and social media skills including using video conferencing
• Multi-lingual – English plus one of the following: Spanish, Italian, French
• Flexibility

Hours:
This is a Rome based position; we offer a flexi-time job (30 - 40 hours per week on average but closer to 40 initially until the person has experience carrying out her/his responsibilities and can arrange one’s own schedule).

Compensation:
The contractual conditions and the proposed remuneration will be proportionate to the person’s job experience and qualifications.

All position expenses for travel, meetings and communications, will be paid by Solidarity with South Sudan.