



Communications Assistant

Peace Winds America is hiring a part-time Communications Assistant to support our international humanitarian assistance and disaster response programs. Peace Winds—with headquarters in the United States, Japan, Korea, and Taiwan—serves refugees, disaster survivors, and other vulnerable communities in 30+ countries around the world. Our small US office works closely with colleagues in Japan and in countries where we have programming to fundraise for and manage lifesaving activities to provide food assistance, shelter, water, sanitation, protection, and livelihoods support for communities in need.

The Communications Assistant's duties will include helping project teams communicate effectively about Peace Winds' work, with a special focus on informing and engaging donors and other supporters. The position will also support project management tasks and grant reporting. This is a part-time position, starting at 20 hours/week (50%). It will be largely remote, with an option of a working several days a week out of our Washington DC co-working office.

Core Duties & Responsibilities:

- Help draft and upload program descriptions and activity updates for Peace Winds' website, newsletter, social media channels, and fundraising platforms to maintain accurate content and a fresh feel
- Assist with the design, layout, and formatting of reports and graphics, and work with colleagues to create engaging and content-rich visual assets (e.g., infographics)
- Work with colleagues to plan and execute fundraising campaigns
- Help update individual donor information and contact database
- Help prepare activity reports on Peace Winds projects, prepare simple financial reports, and edit grant reports for donors
- Provide other administrative and program-related support as needed

Qualifications & Skills:

- Strong written English is a must. We seek somebody who can write in a clear and compelling manner that succinctly captures the complexities of the varied situations on the ground faced by refugees and disaster survivors.
- Energetic self-starter who can work independently, manage time effectively, and thrive in a cross-cultural environment
- Strong organizational skills
- Passion for humanitarian affairs, international development, and supporting vulnerable communities around the world
- Intellectual curiosity about international issues, flexibility with work tasks, and a desire to support other team members
- Familiarity with web design and general IT issues, or an ability and willingness to learn on the job
- Ability or willingness to find new, creative approaches to fundraising and communications

Other preferred qualifications

- Knowledge of and interest in US-Japan relations. Japanese language skills are a bonus.
- Proficiency with social media, including ability to keep up with trends.
- Experience with English-language editing, graphic or web design, or video editing
- Interest in learning more about the nonprofit sector and how nonprofit organizations operate internationally

Start Date: Immediately. Employees have a three-month probationary period.

Hours: 20 hours per week.

Salary: \$28,500-\$30,000/year to start (i.e., equivalent to US\$57,000-60,000/year salary, pro-rated to 50% rate).

How to Apply: Interested individuals should send a resume and a cover letter written they have personally written (without AI) to < info@peacewindsamerica.org > with the subject “Communications Assistant Application”

Peace Winds Background:

Founded in 2008, Peace Winds America works in alliance with our partners—Peace Winds Japan as well as Peace Winds Korea and Peace Winds Taiwan—to respond to disasters and humanitarian crises around the globe. First established in Japan, the Peace Winds alliance currently operates programs in more than 30 countries. Programs provide emergency relief to those affected by disasters, humanitarian assistance for refugees and displaced peoples, and community-building support for the world’s most vulnerable people.

Peace Winds implements a wide range of activities that provide food, shelter, essential supplies, water and sanitation, health care, psychosocial support, vocational training, and other forms of support in a holistic manner. Long-running programs that are currently a high priority for Peace Winds America include ones in Japan, Africa (Kenya, South Sudan, Mozambique & Uganda), Asia (Burma, Palau, etc.), and the Middle East (Gaza, Syria, etc.). Peace Winds America is a 501(c)(3) nonprofit organization, with headquarters in Washington DC.