



Job Announcement

action/2015 Senior Communications Officer

Job posted on 17 October 2014

Posting Close Date: 5 November 2014

Applications will be reviewed on a rolling basis

Background

2015 marks the confluence of two opportunities, the outcomes of which will shape the future of our planet for a generation: the Post-2015 summit in New York in September is meant to agree on a new sustainable development agenda for the world, and the United Nations Framework Convention on Climate Change COP 21 in Paris in December is designed to forge international agreement on tackling climate change. To make the most of the opportunities 2015 presents, participating organizations of the action/2015 campaign have agreed to come together to harness and amplify the creative energy, expertise, resources and power of the broadest spectrum of civil society and join forces in a decentralized movement to demand decisive and ambitious action to tackle the root causes of inequality, poverty and climate change and create a just future for all.

The Senior Communications Officer will provide communications advice and support for the delivery of a highly innovative and effective campaign. S/he will support the Global Hub Coordinator and action/2015 Strategic Communications team with the development and implementation of communication and media strategies for projects, campaigns and events.

The Senior Communications Officer offers a unique opportunity to work at the heart of an unprecedented global effort to build a global citizen's movement calling for transformational change, and to enable the delivery of an impactful campaign through decentralized, dynamic and agile coordination.

Starting date: as soon as possible

Hours and Duration: full time, fixed-term until January 2016

Location: flexible, preferably hosted within an action/2015 participating organization

Salary: Between USD 50,000-65,000/year (depending on qualifications and experience)

Main responsibilities

- Provide communications advice and support for the delivery of a highly innovative and effective campaign, and participate as a full member in action/2015 project teams;
- Support the Global Hub Coordinator and action/2015 Strategic Communications team with the development and implementation of communications and media strategies for projects, campaigns and events;

- Write, edit, produce copy for communication products, and coordinate production of communication products including media statements, op-eds, newsletters, brochures, reports, mailers, and other products for a variety of audiences;
- Lead in a creative and dynamic way the development, maintenance and promotion of the campaign's online presence, while ensuring transparency and accessibility of information;
- Write and edit online copy and manage webpages through a content management system (CMS);
- Develop materials and creative commons for open source use by all participating organizations, ensuring their accessibility and dissemination;
- Generate social media output and guide staff and partners on the use of social media;
- Contribute to media monitoring, analyzing media coverage and identifying media opportunities for the action/2015 campaign;
- Support the support Global Hub Coordinator in maintaining regular and effective internal communications between the different groups of the campaign, and in actively facilitating the flow of information and sharing of creative ideas;
- Build and maintain effective relationships with stakeholders and work to amplify the voices of civil society based on stakeholder needs;
- Develop and use innovative tools and promotional material for effective knowledge sharing, campaigning, networking and resource mobilisation; and
- Assist with other communication asks as may arise.

S/he will report directly to the action/2015 Global Hub Coordinator.

The ideal candidate should have the following qualifications, knowledge, skills and work related experience:

Qualifications and experience:

Essential:

- A Bachelor's degree or Diploma with major subjects in either Communication, Public Relations, Journalism, Media, a related field or related work experience;
- Minimum 5 years experience across a range of communication functions (e.g. writing, editing, media management, strategic communication);
- Excellent communication, written and facilitation skills;
- Proven ability to deliver strong in-person, media and digital campaigns;
- Experience with graphic designs and use of graphic design tools;
- Experience with web content management systems, social media and networking tools to amplify outreach;
- Ability and experience working in a team collaborating virtually;
- Proven ability to plan and achieve results under time restraints, pressure and budgetary constraints; and
- Strong command of the English language is required.

Desirable:

- Previous exposure to and solid understanding of the issues surrounding sustainable development, social justice and climate change;
- Experience of working in an organisation/network with multi-country operations;
- Political awareness and ability to handle sensitive issues with diplomacy in many different settings;

- Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines; and
- Proficiency in at least one of the identified languages: Spanish, French, Arabic, Mandarin or Russian.

To apply

Qualified candidates should submit a cover letter and CV in English via email to: jobs@action2015.org.
Deadline for applications is 5 November 2014, but applications will be reviewed on a rolling basis.