



Human Resources Department

VACANCY NOTICE

JOB TITLE:	Communication Officer
DUTY STATION:	Geneva
ROLE:	P category
STARTING DATE:	1 July 2020
CONTRACT DURATION:	4 years
POSITION AT (%):	100%
REPORTS TO:	Communication Director
WORKS CLOSELY WITH:	Internal: The Communication Director, and designated staff in Communication. External: Ecumenical partners, providers.
OBJECTIVE:	The Communication Officer is part of the communication team and work as the co-editor for our website. He/she will provide editorial, strategic, creative and operational support across the work. He/she will play a key role in ensuring the communications are both influential and informative for the full range of our stakeholders. This position will be assigned to work part-time with assembly communication 2020-2021.

SPECIFIC RESPONSIBILITIES:

- Work closely with the director of communication, the communication team and programme executives;
- Help maintain and build reputation;
- Increase the organisation's profile across media, and with influencers and organisations;
- Support staff to make effective use of brand;
- Write press releases, articles and statements;
- Draft, edit and distribute materials for the press, for stakeholders and for ecumenical partners;
- Fielding inquiries from stakeholders including journalists, politicians and service users;
- Develop, manage, update, write and coordinate content for the website;
- Maintain social media accounts;
- Support the implementation of a social media strategy;
- Help market and communicate events;

- Provide creative, editorial and operational support for communications projects;
- Plan/create multi-media communications materials;
- Report on and analyse all aspects of communications;
- Participate in cross-functional projects;
- Keep up to date on best practice within the ecumenical sector/NGO sector generally and particularly changes to communications innovation, legislation and codes of practice;
- Any other responsibilities as requested by the director of communication.

QUALIFICATIONS AND SPECIAL REQUIREMENTS:

- 7 to 10 years' experience in the field of communication and the ecumenical movement;
- University degree (Master) in communications;
- Good command of oral and written English and knowledge of other languages (French, German, and Spanish) is an asset;
- Information technology: Word, Excel, Internet, social media, etc...
- Experience from assembly preparations and management communication

DEADLINE FOR APPLICATION: 28 February 2020

- Apply for this position by clicking on the following link:

ABOUT HUMAN RESOURCES AT THE WCC: The WCC is an equal opportunity employer. The sole criteria for recruitment, training and career opportunities are qualification, skills, experience and performance to all its staff members.