

Geneva, 04 July 2018

Franciscans International (FI) is seeking candidates for the position of

Communications Officer

Summary of the position

Title: Communications Officer

Department: Institutional Development

Location: Geneva, Switzerland

Reports to: Executive Director

Contract: Permanent, with 3-month probation time

Full-time position 100% (with part-time also possible but not less than 80%)

Start of contract: 1 September 2018 or as soon as possible for the successful candidate

Mission

The Communications Officer is responsible for promoting FI work to new and existing audiences, and for contributing to FI endeavor to elicit structural and policy change towards wider respect of human rights and the environment. The Communications Officer works under the supervision of the Executive Director.

About Franciscans International

FI is an international non-governmental organization, with general consultative status at the United Nations, working for the promotion and protection of human rights. Since its establishment in 1989, FI has used advocacy as a tool to combat and curb human rights abuses. FI relies on the expertise and first-hand information of a large network of partners, including Franciscan groups working with the most vulnerable strata of society. From its offices in Geneva and New York, FI works together with grassroots movements and national and international civil society organizations to advocate for structural changes addressing the root causes of injustice. FI promotes human rights at the heart of all policies and processes in the area of development, environment and peace.

RESPONSIBILITIES

- Implement, coordinate, review and update the 2017-2020 Communications Strategy, including closely collaborate with the Advocacy department to ensure that communications will leverage and amplify FI human rights advocacy work;
- Manage FI website, including update content, news, documents;
- Develop and execute a social media strategy aimed to increase FI presence on social media (mainly Facebook and Twitter) and update regularly FI social media channels with content related to FI advocacy work;

- Produce print & digital promotional material (including flyers and videos) and help organize events as needs arise;
- Manage contact databases and outreach tools (Mailchimp) for the effective dissemination of FI external communication material, and contribute to develop and implement routines and policies for the use of all staff;
- Support and assist FI staff in the editing and formatting of publications and other relevant documents, including printed and digital publications;
- Ensure increased promotion of FI among Franciscan leaders, orders, congregations and groups, in close collaboration with FI Executive Director;
- Support the development of material and campaign(s) to increase the visibility of FI among possible supporters and donors—in close collaboration with the Project Manager;
- Coordinate the production and be responsible for FI Newsletters and Annual Report processes: gathering relevant information, writing, designing, laying out, printing and dissemination;
- Ensure consistent branding, including updating style-guide and putting in place processes to ensure it is being applied;
- Contribute to improve internal communication by implementing existing routines and policies, and by developing new ones as appropriate.

EXPERIENCE, SKILLS AND QUALIFICATIONS REQUIRED

Experience

- Minimum of 5 years of similar experience in communication in relevant institutions (e.g. non-governmental organizations, foundations, UN agencies, Church or Franciscan institutions, orders or congregations, etc.);
- Proven track record of successful communication, including printed and digital communication, and experience in coordinating and running campaigns;
- A sound understanding of the international context in which human rights NGOs are operating and promoting their work;
- Knowledge of the UN human rights system and understanding of human rights principles, especially within FI areas of work, is an asset.

Professional and personal skills

- Excellent written and oral communication skills, including ability to promote human rights advocacy work compellingly with a wide-range of audiences;
- Proficient IT skills, Microsoft Office, the Adobe Suite (In-Design mainly, Photoshop an asset), CMS tool, and CRM tools;
- Familiarity with web analytics tools and social media;
- Enthusiastic, creative and open-minded personality, with strong aesthetic sense and attention to details;
- Proven capacity to plan, prioritize and manage multiple, sometimes competing, tasks and demands efficiently in a challenging, fast-paced environment;
- Strong interpersonal skills: ability to interact with a variety of stakeholders, and ability to work collaboratively with a multi-cultural team;
- Understanding of GDPR legislation.

Education, Language, and other requirements

- Advanced degree in Communication, Journalism, or relevant discipline is required (alternatively, an equivalent combination of higher education and experience);
- Excellent level of oral and written English (equivalent native speaker) and a working knowledge of French are required. Knowledge of Spanish (or/and German) is an advantage;
- Candidates with a valid Swiss work permit will be given priority.

HOW TO APPLY

Deadline: midnight on July 22, 2018 (Geneva Time)

Send your CV with a 1-page cover letter (in English) to Mr. Paolo Cravero at p.cravero@fiop.org. Please mention in the subject of the message "Vacancy: Communications Officer".

With your application, please:

- Include a writing sample in English (or link to a sample) not edited by others, or one significant piece of work showing your communications abilities (publication, video, article(s), blog, printed or digital promotional material, etc.);
- Include 2 references with contact details - email, phone number and working relation;
- Indicate whether you have a valid Swiss work permit.

Interviews will be conducted in the last week of July.

Only complete applications will be reviewed and only shortlisted candidates will be contacted.

Franciscans International is an equal opportunity employer. All interested candidates matching the requirements are welcome to apply whatever their origin, gender, age and belief.