



POSITION DESCRIPTION

TITLE: Communications Associate
SUPERVISOR(S): Vice President

LOCATION: Geneva, Switzerland
SALARY: CHF 48,000-62,000

SUMMARY DESCRIPTION:

This is a unique opportunity to help a ground-breaking environmental organization dramatically increase the role of communications in advancing its mission to protect the environment, promote human rights, and ensure a just and sustainable society. We seek a highly-motivated early-career communications professional to join a growing team working to harness a broad range of media tools to strengthen CIEL's position as a leader in defending the right to a healthy planet. The Communications Associate will work in close collaboration with the Communications Manager and Vice President to advance CIEL's strategic communications goals, broadening the organization's digital reach and helping to increase the organization's international profile, with a particular media emphasis on the European Union.

RESPONSIBILITIES:

General Communications:

1. Assist in drafting and editing written content including, but not limited to, newsletters, press releases, talking points, reports, and multimedia products in a clear, compelling voice.
2. Support development and design of CIEL publications and digital content to ensure consistency, high quality, and a coherent organizational voice.
3. Work with the Vice President and Communications Manager and other relevant staff to strengthen and streamline CIEL's communications strategy and processes.
4. Envision, design, and produce graphics, report layouts, memes, short videos, and other multimedia materials to enhance or amplify written works.
5. Provide editorial assistance in the form of proofreading and editing, as appropriate.

Digital and Social Media

6. Research, write, and edit content for digital campaigns across digital media platforms, including social media channels, websites, microsites, and email subscribers.
7. Monitor evolving landscape and track trends/best practice in social media/digital engagement.
8. Assist in the development of a meaningful analytics program, and draft creative and strategic recommendations based on reporting and available success metrics to optimize online engagement across social media and web platforms.
9. Support communications staff to identify, segment, and target lists for email distribution.

Traditional Media and Press Relations

10. Support Communications Manager in press outreach, earned media strategy, and developing positive relationships with key reporters and outlets, with a particular emphasis on working with press covering the United Nations and European Parliament.
11. Support media requests and facilitate interviews with spokespeople, authors, and others.

Management and Administration:

12. Maintain timesheets contemporaneously and submit them on time;
13. Meet periodically as requested, with supervisor and other team members;

14. Meet deadlines, prioritize tasks, and ensure high-quality work product; and
15. Share light office duties with the rest of a small and dedicated staff and perform other job-related duties as assigned by supervisor.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelors degree or demonstrable equivalent experience;
- 2-4 years' professional experience in journalism, public relations, digital media, or communications, preferably in an NGO environment;
- Exceptional writing skills, including the demonstrated ability to write in a wide variety of formats and to translate complex subjects clearly and compellingly for a variety of audiences;
- Successful track record using social media platforms for professional and/or advocacy purposes, including Facebook, Twitter, LinkedIn, and Instagram;
- Understanding of and experience using social media management tools, third-party web monitoring/metrics services, and specific platform analytic tools;
- Experience working with a diverse range of people, communities and partner organizations;
- Strong design aesthetic and interest in visual storytelling;
- Superior attention to detail and organization skills; and
- Native English fluency, both written and verbal.

Desired Qualifications:

- Experience with relevant issue areas (i.e., international or environmental policy, human rights, or law).
- Experience with content management systems, i.e., Salsa, Blackbaud/Convio, or Network for Good.
- Good sense of humor and ability to operate comfortably in an informal work environment.
- Experience in Adobe Creative suite (InDesign) or equivalent.
- Additional language skills (Spanish, French, Portuguese) a plus.

This is a full-time, exempt position based in Geneva, Switzerland, for which prior work authorization is required. The position reports to the Vice President and may require travel, including internationally (when health appropriate). Salary is commensurate with experience and competitive with similar non-profit positions. CIEL offers an excellent benefits package, including employer-paid medical, dental, vision, and a 403(b) retirement plan with employer match.

To apply: please send a cover letter, résumé, relevant writing sample, and short response to “How the environment is a human rights issue” in a single PDF to jobs@ciel.org with the title “Comms Associate GVA: Your Name.” Applications will be considered on a rolling basis; deadline for applications is February 15. Ideal start date is late March. No telephone calls, please.

About CIEL: For 30 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL’s dynamic team of international attorneys and experts work together to tackle some of the most challenging issues facing people and the planet. CIEL is an equal opportunity employer, actively committed to the principles of multiculturalism, equal employment opportunity, and to building an organization that is as diverse as the communities we serve around the world. CIEL encourages applications from all qualified individuals without regard to race, color, national origin, age, sex, sexual orientation, gender identity or expression, family responsibilities, religion, disability, or veteran status.