Job Opportunity in Bonn, Germany
For Junior Officer, Multimedia Production

Application Deadline: 14 April 2020

ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The Global Communications Team is seeking qualified candidates for the position of:

Junior Officer, Multimedia Production

The Junior Officer, Multimedia Production will be part of the Communications Team at the ICLEI World Secretariat based in Bonn, Germany. The Communications Team is responsible for strategic global communications that reach a diverse global audience. This position is well-suited for an individual who is highly motivated and interested in producing creative, engaging multimedia communications at a dynamic global organization. The successful candidate should be highly creative and collaborative, and interested in joining a resourceful team that aims to foster teamwork, creativity and effectiveness.

Main responsibilities:

- Regularly create and deliver multimedia content, including publications, visual social media content, presentations, infographics and event communications content.
- Support teammates and technical staff to conceptualize, develop and iterate on high-impact, audience-driven deliverables to visually support complex messages.
- Work with project teams on wide ranging technical content to support the translation of complex material to multimedia content that tells a story to non-technical audiences.
- Adapt campaign materials to cross over between social media, web, newsletters, print, engagement tools, surveys, videos, and other multimedia products.
- Provide input in determining the best communication method to meet project goals.
- Learn and improve on the Communications team briefing and discovery process for project deliverables.
- Manage own tasks and time effectively, including internal review cycles, to ensure efficient and on-time delivery of products.
- Collaborate with the rest of the Comms team to effectively convey the ICLEI visual brand, especially as ICLEI implements an organizational rebranding process throughout 2020.
- Regularly liaise with external consultants and freelance collaborators when necessary.
- Manage the ICLEI photo and video channels, and storage and labeling of digital assets.

Additional responsibilities may include:

- Conceptualize dynamic and engaging photo stories.
- Storyboard and produce, edit and post-produce video content.
- Plan, conduct and record interviews with key members of the organization and local government leaders.
- Basic support of HTML/CSS and CMS systems such as WordPress.

Required qualifications:

- Minimum of 1 years of experience working as a graphic designer or in multimedia production.
University degree (or equivalent) in Graphic Design, Communications, Digital Media, Marketing or related fields
- Excellent user of Adobe Creative Suite – particularly InDesign, Illustrator and Photoshop
- Strong aptitude and enthusiasm for creative thinking and projects
- Excellent command of English language
- Interest and knowledge in sustainability and global climate advocacy processes

**Advantageous qualifications:**
- Video editing experience
- Photography skills
- Professional knowledge of additional languages

**Terms and conditions:**
The position is available starting from 1 May 2020 at the ICLEI World Secretariat in Bonn, Germany. The duration is planned until 30 April 2021, with the possibility of extension. The Multimedia Production Junior Officer will report to the UX/UI Senior Officer on the Communications Team.
- The salary will reflect qualifications and experience and, for those meeting the above requirements, will be between 29.725 and 32.822 Euros per year before tax and social security fees
- Workings hours: 40 hours per week
- 30 days of paid leave per year
- Working language: English
- Non-EU citizens are also welcome to apply but due to legal requirements applicants must possess or be eligible to obtain the appropriate work permit for Germany prior to the start of the position. The employment contract will be based on German law.
- All genders welcome

**Application:**
Application is by email to careers.bonn at iclei.org. Please include “Junior Officer, Multimedia Production” in the subject line and send us:
- A letter of motivation
- Your recent CV (3 pages at most)
- Portfolio or at least 3 work samples (graphic design assets and other multimedia products)
- Indication of possible start date
- Indication of citizenship (and if non-EU, whether you hold a work permit for Germany)

In order to support the evaluation via interview, shortlisted candidates will be required to undergo a work skills test relevant to the job requirements prior to the interview. Applications will be reviewed continuously upon arrival. Submitting your application as soon as possible is advisable. The ICLEI World Secretariat will only contact those applicants shortlisted for this position.

Interview processes will comply with local travel restrictions due to the Coronavirus situation and can be completed remotely.

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**Contact information:**
ICLEI Local Governments for Sustainability e.V.
World Secretariat, Human Resources
Kaiser-Friedrich-Strasse 7
53113 Bonn