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.

ICLEI World Secretariat (ICLEI WS) is a not-for-profit organization based and registered in Bonn, Germany. The ICLEI WS represents the organization on the global level, undertakes global strategy building and coordination, manages ICLEI governance, prepares new program areas, supports ICLEI’s regional and country offices, implements global programs and projects, and advances initiatives with our offices, Members, partner and other local governments in a global context.

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

**Officer, Project Communications**

The Officer, Project Communications will be part of the Communications Team at the ICLEI World Secretariat. 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 managing communications within a dynamic global organization. The successful candidate should be highly organized and strategic, and interested in joining a resourceful team that aims to foster teamwork, creativity and effectiveness.

**Main responsibilities:**

- Support day-to-day project management, particularly by tracking specific communications project needs and deliverables across WS, and supporting staff to ensure deadlines are met.
- Lead the development of project or topic-related communications plans, in line with ICLEI’s global vision and project goals, with a special focus on digital and in-person event marketing.
- Create and maintain project management systems that ensure clear communications and effective on-budget and on-time project delivery.
- Develop project strategies that build upon and use ICLEI channels, such as digital channels and in-person events, and provide input in determining the best communication method to meet project goals.
- Work with the team to develop strategies to expand ICLEI’s digital reach on social media, websites, newsletters and virtual events.

**Additional responsibilities:**

- Work collaboratively with teammates and technical staff to conceptualize, develop and iterate on high-impact, audience-driven deliverables that deliver complex but clear messages.
- Provide expertise and resources to internal and external stakeholders to implement communications plans for all audiences.
- Help develop the Communications team briefing and discovery process for project deliverables.
- Support the Head of Global Communications in the development of annual Communications strategy.
• Support and enable the institutionalization of ICLEI strategy, messaging and deliverables through the development of standard operating procedures, guides and information platforms.
• Leverage ICLEI's thematic work to strengthen the global brand through various methods such as supporting implementation of ICLEI brand positioning throughout the WS and consulting with project teams and regional offices.
• Regularly manage external consultants and freelance collaborators when necessary.

Required qualifications:
• 3-5 years of experience working in a similar role on a Communications or technical team.
• Proven experience in delivering effective digital or event marketing.
• Good time management skills - ability to perform well while handling a number of functions simultaneously.
• Native-level command of English language in writing.
• Interest in and knowledge of sustainability and global climate advocacy processes.
• University degree (or equivalent) in Communications, Marketing or related fields, or equivalent experience.

Highly advantageous qualifications:
• Strong aptitude and enthusiasm for creative thinking and projects.
• Experience with digital marketing and communications tools, such as web management tools, SEO tools, media monitoring tools.
• Professional knowledge of additional languages, especially German or Spanish.

Terms and conditions:
The position is available starting as early as 15 August 2020 at the ICLEI World Secretariat in Bonn, Germany. The duration is planned for one year, with the possibility of extension. The Officer, Project Communications will report to the Senior Content Officer.
• The salary will be 34,653 Euros per year before tax and social security fees with the final salary to be determined based on the chosen applicant’s skills and relevant experience
• Workings hours: 40 hours per week
• 30 days of paid leave per year
• Working language: English
• The employment contract will be based on German law.
• Due to legal requirements, applicants must be eligible to obtain the appropriate work permit for Germany prior to the start of the position.

Equal Opportunity and Employment Policy
ICLEI World Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Application:
Application is by email to careers.bonn (at) iclei.org. Please include "Officer, Project Communications" in the subject line and send us:
• Letter of motivation, recent CV, employment certificates, all this merged into one single pdf. of up to 5 MB size
• Portfolio or at least 3 work samples that best represent your Communications work, especially in collaboration with technical teams
• Indication of citizenship; if non-EU, whether applicant is holder of a work permit for Germany
• Indication of possible start date
• For data protection information read our disclaimer and privacy policy on our website
In order to support the evaluation via interview, shortlisted candidates will be required to undergo a work skills test relevant to the job requirements during the interview process. 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. Please note that applications received after the deadline cannot be considered.

**Deadline: 24 July 2020**

ICLEI Local Governments for Sustainability e.V.
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn