

Geneva, 12 December 2016

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:	Institutional Development Manager
Contract:	Permanent, with 3-month probation time
Work rate:	80% with possibility to increase to 100% in future
Start of contract:	March 2017 (or as early as possible for the successful candidate)

### Mission

The Communications Officer is responsible for **promoting** FI's work to new and existing audiences, and for **contributing** to FI's endeavour to elicit structural and policy change towards wider respect of human rights and the environment. The Communications Officer works under the supervision of the Institutional Development Manager.

### 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

- To 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's human rights advocacy work;
- To manage FI's website, including update content, news, documents, and migrate documents from the previous website as appropriate;

- To foster and grow social media presence (mainly Facebook and Twitter) and update regularly with content related to FI advocacy work;
- To produce print & digital promotional material (including flyers and videos) and help organise events as needs arise;
- To support and assist FI staff in the editing and formatting of reports and other relevant documents, including printed and digital reports;
- To ensure increased promotion of FI among Franciscan leaders, orders, congregations and groups, in close collaboration with FI's Executive Director;
- In close collaboration with the Institutional Development Manager, to help develop material and campaign(s) to increase the visibility of FI among possible supporters and donors;
- To coordinate and be responsible for the entire Annual Report process: from gathering relevant information, to writing, design, layout, printing and dissemination;
- Internal Communications: to ensure that relevant processes are clear, well-communicated and well-understood by the entire staff;
- To ensure consistent branding, including updating style-guide and putting in place processes to ensure it is being applied;
- To maintain and ensure the use of one common database (DonorPerfect), including through data migration and training of staff, for institutional contacts and regular sendouts.

## **EXPERIENCE, SKILLS AND QUALIFICATIONS REQUIRED**

### ***Experience***

- Minimum of 5 years of similar experience in communication in relevant institutions (e.g. non-governmental organisations, 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 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's 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 in 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.

### ***Education, Language, and other requirements***

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

## HOW TO APPLY

Deadline: 15 January 2017

Send your CV with a 1-page cover letter (in English) to Mrs. Sandra Ratjen at [s.ratjen@fiop.org](mailto:s.ratjen@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) non 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 January 2017.

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.