

Job Description



Job Title:	Communication Officer (Maternity Cover)		
Cluster:	Communications		
Salary:	US\$ 36061 excluding benefits	Contract Type:	5-months (Short term)
Location:	Remote		
Reports to:	Communications Lead		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The Communications Officer will deliver and facilitate effective communication internally and externally in line with CIVICUS strategic vision and organisational communications strategies.</p> <p>They will liaise with and support multiple internal cluster teams and member networks in facilitating our communications and social media campaigns.</p> <p>They will mentor junior communication officers and cluster communications officers as required, providing guidance on CIVICUS communication standards and principals.</p>		
Areas of Responsibilities	Key Activities		
Communications planning and tactics	<ul style="list-style-type: none"> Facilitate short and medium-term communications and social media campaign plans for key CIVICUS campaigns, events, and moments. 		
Content production and engagement	<ul style="list-style-type: none"> Facilitate and deliver programme communication (across multiple mediums and channels) Act as communications focal point on events, meetings, and key moments on CIVICUS membership, youth engagement, CIVICUS Lens, and other programs as needed Produce or support the production of mailers, web content, interviews, alerts, media statements, publications, graphics and other types of content. Liaise with designers, editors, and content providers as needed Regularly update website and other online and digital platforms Support organisation of key events such as launches, exhibitions and press conferences to promote CIVICUS narratives, campaigns Engage with CIVICUS partners and networks as required. Respond to social media queries 		
Social media	<ul style="list-style-type: none"> Deliver social media strategies to enhance reach and engagement Coordinate communications outreach by managing the social media calendar and contribute to the organizational content calendar Co-ordinate social media outputs across all CIVICUS programmes and key moments to deliver a cohesive audience focused content funnel 		

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	<ul style="list-style-type: none"> • Monitor social media analytics, contribute to monitoring, evaluation, and learning, and continually enhance content and engagement tactics • Develop social media and communications toolkits and guidelines for key campaigns, events, or movements • Enhance reach through tagging partners, allies, and key influencing targets. Promote posts using ad managers when needed • Review and ensure brand and quality complains on communications and social media content from team and clusters
	<ul style="list-style-type: none"> • Any other reasonable tasks as requested by management from time to time
Education, Language & Qualifications	<ul style="list-style-type: none"> • A degree or equivalent in communications, journalism marketing, social media, creative content development, or related field • Five years of experience in communications, media, campaigns, or online community building • Excellent linguistic skills in English, additional language an advantage (French, Spanish, Chinese, Hindi, Bahasa, Arabic, etc)
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Commitment to positive change and working with civil society, citizen activists, non-profit organisations, charitable networks, media, and unlikely allies • Strong demonstrated experience in designing and delivering communications campaigns • Strong interest in understanding audience psyche and behaviour and designing targeted content Experience managing social media channels, creating content and analytics on LinkedIn, X, Facebook, Instagram, and TikTok • Microsoft Office, Adobe CS, Canva, Google Analytics, Website Editors (Content Management Systems), Customer Management Systems (CRM), mass email software programs and similar software experience
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Understanding of international political and human rights dynamics, specifically related to civic space • Strong understanding of cultural diversity and experience working remotely with international teams • Experience in using and administering chat messengers • Ability to leverage artificial intelligence (AI) tools to enhance reach and accessibility of communications • Skills in video production and familiarity with tools such as DaVinci Resolve, Premier, or similar tools