

Digital Communications Officer - 60% (Maternity cover)

Do you have a passion for changing the world?
Are you a fan of new technologies and the opportunities offered by the digital space?

Then read on, this might be the right opportunity for you!

The International Service for Human Rights (ISHR), Geneva office is looking for a **Digital Communications Officer** to cover a maternity leave (5 to 8 months).

The starting date would be on 6 April 2020 (with flexibility to start earlier if required). The ending date would be between 6 September and 6 December 2020.

The occupation rate is 60% i.e. 3 days per week.

ISHR is an equal opportunity employer. We encourage all qualified candidates to apply, irrespective of ethnic origin, gender, age, etc.

Background

This temporary position with ISHR offers a unique opportunity for digital communications professionals to be involved in and learn about the communications activities of a leading international human rights non-governmental organisation.

The Digital Communications Officer will be part of ISHR's communications team and report to the Communications Manager. The position is based at ISHR's Geneva office.

Responsibilities

- Contribute to developing and implementing ISHR digital communications strategy, including social media strategy.
- Lead website redevelopment project: help identify potential partners, be the main point of contact with the development agency.
- Manage and monitor the social media accounts on a daily basis (Twitter, Facebook, Instagram, YouTube). Check and internally communicate analytics of our social media channels and our website on a regular basis.
- Help develop a social listening protocol.
- Develop and test digital and social media content.
- Design and produce cross-media communications materials such as photos, videos, graphics, gifs, etc.

- Support and advise ISHR staff regarding digital communications and social media engagement. This requires staying up to date on the latest trends, technologies, tools, applications and analytics related to digital communications, including social media.
- Identify growth opportunities for ISHR in the digital area and implement best practices.
- Help monitor and analyse campaign results.
- Assist with planning and organising events (for digital aspects such as live streaming etc).
- Assist with mass mailings preparation.
- Assist the communications team with *ad hoc* requests.

The ideal applicant

- Graduate in communication, marketing, graphic design or similar
- Relevant experience in digital communications and social media (2-5 years), including:
 - delivering a website development project
 - SEO and social media management tools
 - graphic design
 - photography
 - video filming and editing
- Excellent written and oral communication skills in English (professional level fluency). French and/or Spanish are an advantage
- Excellent generic IT skills
- Good command of Word, Excel and Powerpoint.
- Good command of InDesign, Photoshop and video editing tools (iMovie, Adobe Premiere or FinalCut Pro).
- Interest for new technologies and the digital space.
- Excellent social skills and ability to multi-task
- Desire to acquire experience working in a multicultural, inclusive environment and interest in the work of a human rights NGO
- Swiss or EU citizen/Permit B or C

To apply

Applicants should submit the following by email to communications@ishr.ch :

- A cover letter
- A current CV
- A sample of communications work is also welcomed (graphic design, photography, short video, ...)

IMPORTANT: Your email subject should be “**GENEVA Digital Communications Officer**”. If you use a different subject line, your application may not be considered.

The deadline for applications is Wednesday 15 January 2020, 23:59 pm, Geneva time. Only short-listed candidates will be contacted. Interviews are expected to take place between 4 and 6 February 2020.

Contract type and compensation range

ISHR is open to hire the Digital Communications Officer either as a temporary employee, or as a consultant.

In the case of a temporary employee, the compensation would be calculated on the basis of a monthly gross salary in the range of CHF 6,000 - 6,400 corresponding to a 100% occupation rate, and pro-rated for a lower occupation rate (ie the monthly gross salary would be in the range of CHF 3,600 – 3,840 for the 60% occupation rate envisaged for this position), depending on skills and experience.

In the case of a consultancy contract, this amount would be adjusted so that the total cost to ISHR remained the same as if the incumbent were an employee.

Privacy Policy

The protection of your personal data is important to ISHR. Please check our website for more information on our [Privacy Policy](#), which tells you what we do with your personal data, how they are used and what your rights are as an individual under the General Data Protection Regulation.