

Women's International League for Peace and Freedom

Ligue Internationale de Femmes pour la Paix et la Liberté

Liga Internacional de Mujeres por la Paz y la Libertad

Consultative Status with UN ECOSOC, UNCTAD and UNESCO; Special Consultative Relations with FAO, ILO, and UNICEF.



Communications and Section Liaison Manager

The Communications Manager (CM) of the Women's International League for Peace and Freedom (WILPF) has the overall responsibility of establishing and maintaining a structure for the internal and external communication of the organization. The CM is based at the international secretariat in Geneva. This job description identifies the different responsibilities of the CM and requirements for application.

Responsibilities

INTERNAL INFORMATION/COMMUNICATION

1. Establishes productive, regular close communication with WILPF Sections, throughout all continents and countries. Offers support and guidance to new Sections and to those experiencing difficulties.
2. Coordinates work of international secretariat, international projects and sections.
3. Develops programmes and structures to enhance membership expansion and involvement in WILPF's work.
4. Develops a communications' toolkit: templates for official statements, PowerPoint format, etc.
5. Works with Executive Committee, Secretary General and Office Manager in preparation of International Board Meetings, Congresses and other international events.
6. Updates WILPF International Directory.
7. Administrates international mailing lists.

EXTERNAL INFORMATION/COMMUNICATION

1. Maintains WILPF international email accounts.
2. Produces and sends the newsletter from the international secretariat, gathering information from the SG, the President, highlights from international projects and highlights from sections. The newsletter is distributed 4 times / year.
3. Circulates WILPF newsletters, including project newsletters, information from Standing Committees and Working Groups, and WILPF Statements.
4. Ensures representation of International WILPF in relevant official and unofficial meetings, as agreed with the Secretary General.

WEB AND SOCIAL MEDIA

1. Administrates WILPF's website www.wilpfinternational.org
2. Administrates WILPF on social media – Facebook and Twitter
3. Develops and manages interactive communications tools
4. Develops and manages WILPF's presence in social media

CAMPAIGNS

1. Develops, organizes and produces information material for campaigns in cooperation with Sections, the SG and the Office Manager.
2. Develops, organizes and produces recruitment campaign in cooperation with Sections, the SG and the Office Manager.

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Requirements:

TECHNICAL REQUIREMENTS

Knowledge of communications and database management software: web development/design/maintenance such as Illustrator, Indesign and Photoshop – as well as common computer programs and online web tools.

ACADEMIC REQUIREMENTS

1. University degree in communications or equivalent.
2. 3+ years of experience in a similar position.
3. Prior experience in NGOs, UN system and/or Campaign organizations a plus.

GENERAL REQUIREMENTS

1. Ability to establish priorities and to maintain variety of projects and activities simultaneously.
2. Excellent fluency in written and spoken English (additional language is an advantage).
3. Good knowledge of and interest in WILPF's work, aims and principles.
4. Good knowledge of Women and Peace Security a plus.

Conditions

Duration: Temporary contract, initial period of 12 months

Terms: Full time with 3-month probation

Based in: Geneva, Switzerland

Pay: 68'000 CHF (Gross salary)

Start date: ASAP or by the end of February 2012 at latest

Please submit your resume and cover letter to inforequest@wilpf.ch with "Application for Communications Manager position" in the subject for consideration.

Applications: Deadline by 2nd January 2012 (inclusive)