

# Communications Officer

## Job Specification & Description

### Overall purpose of the job

To create written and visual/graphic content for our website and social media, aiming to increase awareness and engage our audience, while bolstering the communication efforts of the [Vulture Conservation Foundation](#) (VCF).

### Position

Full-time (40 hours per week)

1-year fixed-term contract, with potential to renew

Starting date: ASAP, and no later than the beginning of April

Reporting to: VCF Events, Outreach and Communication Officer

### Background

The VCF is the leading organization on vulture conservation in Europe and is now managing several large-scale projects, including EU-funded LIFE projects, in many different countries in Europe. The VCF is a Dutch foundation with a legal seat in Holland, and registration in Switzerland, Spain and France. The VCF project portfolio, activities, and ambition have been steadily growing, and so has its team.

### Main duties & responsibilities

We are looking for a full-time Communications Officer to boost our communication efforts in alignment with our mission and project portfolio. The ideal candidate will be experienced in crafting engaging content, producing appealing infographics, managing digital platforms, and promoting collaboration both internally and externally.

- Manage and update website and social media platforms, ensuring consistent and engaging content delivery.
- Write a minimum of 4 news/blog articles weekly, overseeing content uploads, and ensuring search engine optimization. Produce and publish corresponding content across the VCF's social media accounts.
- Create compelling visuals, including infographics, banners and videos tailored for various communication channels.
- Stay updated with news from diverse partners and projects, collaborating with both internal and external colleagues to curate a content calendar and maintain a steady flow of news dissemination.
- Monitor media coverage, collect and analyze social media and website metrics

- Support other communication initiatives, including revising communication plan, drafting press releases, executing LIFE project deliverables like leaflets and videos, coordinating VCF events, and other related tasks, as needed.

## Education - Skills - Experience required

- Bachelor's degree in Communications, Public Relations, Marketing, Journalism, English, or a related field.
- A minimum of 2-3 years of relevant experience, showcasing a strong content writing portfolio.
- Experience and proficiency with web content management systems, SEO, social media tools, email marketing platforms, marketing analytics, and design and video editing software.
- Ability to harvest and transform technical information into easy to understand and engaging narratives.
- Exceptional editorial, proofreading, and storytelling capabilities.
- A team player with excellent communication skills, both written and verbal.
- Outstanding organizational abilities with a track record of meeting deadlines.
- Passion and knowledge in wildlife conservation issues.
- Previous experience in a non-profit environment is an advantage.
- Competency in standard office software applications.
- Fluent in English (C level); proficiency in additional languages a plus.

## Job Location

Remote/Home-based in Europe, but with a requirement to travel abroad occasionally.

## Salary and benefits

1600-1800 monthly net salary depending on experience and country of residence. Travel expenses covered by the VCF. 25 days of leave/year.

## Start Date:

As soon as possible, with the beginning of April at the latest

## How to apply

Please send your CV, cover letter and a couple of relevant content writing samples in English to [recruitment@4vultures.org](mailto:recruitment@4vultures.org) in one single PDF (please give your name to the pdf file).

Please include in the email subject: Communications Officer Application – [Your Name]

Deadline: Sunday, 4 February 2023 at 23:59 CET. Applications received after the closing date will be automatically discarded.