

Junior Communications Officer (80%-100%) for the International Seed Federation, Nyon, Switzerland

THE ORGANISATION

The International Seed Federation (www.worldseed.org) is based in Nyon, Switzerland. As the voice of the global seed sector, its mission is to facilitate the international movement of seed and promote plant breeding innovation; to mobilise and represent the private seed sector at a global level; to inform its members of developments that may have an impact on the business and to promote the interests and the image of the seed sector.

ISF engages with stakeholders and international organizations in pursuit of its vision of “a world where quality seed is accessible to all, supporting sustainable agriculture and food security.”

VACANCY

ISF seeks a proactive, creative, and digital-savvy Junior Communications Officer to work with our Communications Manager and Technical Hub on developing and publishing content on our websites and social media platforms, and assist in promoting ISF's work and activities.

The ideal candidate for this role is someone with experience in digital communications, including web management and social media, marketing, event organizing and/or public relations, and who is eager to acquire a wider experience in communications for an international organization. You follow the latest developments in communications and know how to use video creation software and have expertise in producing engaging content for social media.

As our Junior Communications Officer, you will help deliver effective communications on all platforms and activities within ISF, with guidance from the Communications Manager. You will also use data and user research analysis to measure the performance of our content and platforms and recommend measures for improvement.

This is a varied role within a small team and entails occasional international travel. You will report to ISF's Communications Manager.

Target starting date: 1st February 2024

Location: Nyon, Switzerland

KEY TASKS

- Implement and periodically evaluate the ISF Digital Strategy, which includes identifying target audiences, developing key messages for specific digital channels, and implementing content strategies
- Create and publish engaging and effective content on ISF's social media platforms, ensuring it follows ISF brand guidelines, reaches target audiences, and corresponds with the needs of the ISF community and members
- Maintain ISF's websites by ensuring content is accurate, updated, and consistent
- Help conceptualize and deliver communications campaigns during international days (e.g., World Food Day, World Science Day) and during key events like ISF Midterm Meetings, the World Seed Congress, and ISF's 100th Anniversary to internal and external audiences

- Create and curate engaging and effective evergreen digital assets (e.g., graphics, social media cards, videos) that keep audiences informed on the priority work areas of ISF
- Support the Events Coordinator and Communications Manager in the planning of the ISF World Seed Congress, particularly in setting up and developing the Congress app and website, finalizing Channel World Seed content, and assisting with on-site production, as needed
- Assist the Secretary-General and the Technical Hub in their digital communications needs, such as setting up live online events, webinars, or producing content for social media, as needed
- Participate in the ISF Communications Expert Group and assist the co-chairs, as needed
- Work with a range of service providers (website developers, graphic artists, etc.) to ensure timely and high-quality delivery of agreed outputs

KEY COMPETENCIES

- Excellent written and oral communication skills
- Creativity and resourcefulness
- Superior organizational skills and attention to detail
- Ability to prioritize tasks and meet deadlines with minimum supervision
- Problem-solving and a 'can do' attitude
- Maintain a strict sense of professional ethics and confidentiality
- Actively embrace a culture of continuous learning and improvement
- Ability to function independently and as part of a team, as required

SKILLS / BACKGROUND / EDUCATION

- Bachelor's degree in Journalism, Public Relations, Communications, Marketing or other relevant field
- 3–5 years of professional experience in Communications, Marketing, Social Media, Public Relations, or Digital Campaign Management
- Experience with content management systems like WordPress and/or Drupal
- Proven experience in the design and delivery of innovative and effective digital communications and campaigns on a variety of channels
- Knowledge and understanding of communication best practices, tools, and techniques in social media
- Proficiency in English is required; additional languages, especially French and Spanish, are an asset

WHAT WE OFFER

- Exposure to and direct experience in strategic communications, audio-visual production, event management, members engagement, and community building in a multicultural and international setting
- Continuous learning and opportunities for skilling up
- Open-ended contract after three months' probation
- Flexible working set up
- Work with a dynamic team with innovation and collaboration at its core

HOW TO APPLY

Applications will be reviewed on an ongoing basis and the position shall remain open until a suitable candidate has been engaged, so please apply early.

Send your CV and a cover letter to Michael Keller, Secretary General, International Seed Federation at careers@worldseed.org