

We are hiring a
Membership Communications Coordinator

TITLE: Membership Communications Coordinator

REPORTS TO: Communications and Membership Manager

LOCATION: Bonn, Germany

ORGANIZATIONAL CONTEXT

Founded in 1972, IFOAM – Organics International works as an agent of change, advocating for true sustainability in agriculture, value chains, and consumption. We are an international non-profit organization with a membership base that spans around 100 countries, and promote a holistic approach to food systems based on the principles of health, ecology, fairness, and care. The Organization is based in Bonn, Germany, but implements projects worldwide.

DESCRIPTION

The Membership Communications Coordinator will be responsible for managing content that amplifies the efforts from our organisation's projects, advocacy work, events, and leadership role in the organic sector. The information gathered will be shaped into news items, blog posts, press releases, and mailers, highlighting our work to our partners, donors, and members, among others.

The Membership Communications Coordinator will also be responsible for managing communication projects and shaping the tone and messaging of the organisation to build credibility and relevance among our stakeholders across our channels: website, mailers, blog, social media, etc.

RESPONSIBILITIES

Content management

- Development of content and messages, tailored to our various audiences for campaigns, social media, press releases, videos, blog entries, newsletters, publications (annual report, brochures), website and membership products.;
- Social media management;
- Proofreading and coordination;
- Create content for promotional mailshots, annual reports, press releases, brochures and membership related publications;
- Compilation, editing and dissemination of content for all mailers;
- Implementation of and reporting on communications calendar (blog, news items, activities and events).

Project Coordination Support

- Coordination of communications projects (e.g. [#IGrowYourFood](#));
- Planning and implementation of promotional activities;
- Fulfilment of communications-specific partner and project obligations. This includes managing processes.

Event Communication

- Coordinate our presence at events (Organic World Congress, General Assembly) e.g. event promotion in our channels, ensuring sponsor visibility, etc.;
- Coordination of trade fair presence, conferences, and associated tasks.

General Communications

- Support Membership communications;
- Internal communication coordination
 - Providing basic support as well as training to website editors;
- Statistical reporting;
- Maintenance of the communications database and mailing lists (MailChimp).

REQUIREMENTS

Qualifications, Skills & Experience

- Educated to degree level with 3+ years of overall professional experience;
- High media literacy with a good grasp of social media;
- Skilled in building effective concepts and creating momentum for multi stakeholder campaigns;
- Excellent writing and speaking skills for campaign contents and messages;
- Knowledge of Adobe Suite; knowledge of Drupal CMS is a plus
- Fluency in English, additional languages (e.g. German, French and/or Spanish) is a plus.

Competencies

- Ability to manage multiple projects and tasks at once in a self-directed manner,
- Ability to work and lead action in coordination with a diverse group of partners;
- Excellent interpersonal skills with an ability to inspire trust and respect among colleagues and external partners;
- Proactive team player, able to work collaboratively as part of a multicultural and interdisciplinary team as well as independently;
- Good attention to detail and the highest level of integrity.

WE OFFER

We offer a full-time (40 hours/week) position in a dynamic and multicultural team of a well-established, but growing, international organization working to bring positive impact on the planet and our food systems. A two-year contract, with the possibility of expansion, is foreseen for this position. We pay a competitive salary based on experience in the range of €34,000 to €42,000 brut per year.

HOW TO APPLY?

We aim to fill the position as soon as possible and will accept applications until the post is filled.

Please submit your CV, a motivation letter and your salary expectation by email in one single file (PDF) to jobs@ifoam.bio, indicating in the subject line the title of the position you apply for, and your preferred starting date. Additional documents may be asked for at a later stage.