Communications Officer (gn)

Stellenanbieter: TMG Research gGmbH

Intro

As a Berlin-based research organisation with a team in Nairobi, Kenya, and research sites in Benin, Burkina Faso, Malawi, Madagascar and South Africa, TMG works on responsible governance and sustainability issues in the areas of sustainable management and responsible governance of land and oceans, food systems, and climate. As an organisation, TMG brings sound knowledge and practical experience in facilitating national, European, and international processes and is dedicated to the analysis and solution of new and complex challenges. TMG’s research projects are developed, conducted and evaluated jointly with actors from science, politics, the private sector and civil society.

Aufgaben

- Web development, maintenance and regular updating of the TMG website in line with strategic needs
- Development and management of TMG’s other digital platforms and infrastructure, in particular social media (LinkedIn, Twitter etc.)
- Support strategic communications and outreach activities, including the production of targeted text and audio-visual content on relevant topics and issues, to present TMG’s work and impact to the outside world
- Advice and support programme teams in the design, editing and publication of key reports, development of graphics, short videos, PowerPoint presentations, newsletters as well as other promotional materials for wider outreach
- Key contact for and management of service providers (design agencies etc.)
- Quality management and support in the development of a visual language for TMG (structure and selection of photos and audio-visual content)
- Tracking web and social media analytics to support the development of outreach strategies

Anforderungen

- At least a bachelor’s degree in communication sciences, international studies, politics, journalism or a related field
- Several years of relevant experience in the editing and publishing outputs such as blogs, research or policy papers that translate research findings into written pieces at the science-policy-society interface
- Relevant experience in website development and maintenance
- Relevant experience in the strategic use of social media and digital platforms (LinkedIn, Twitter etc.); knowledge of digital publishing processes and how they impact content development
Experience in briefing and steering of service providers (e.g. graphic designer)
Excellent spelling and grammatical skill, attention to detail, quality control and an ability to engage with content at the highest level
Ability to prioritize work assignments, accuracy and strong organizational and analytical skills
Outstanding oral and written communication skills in English, good knowledge of German and additional foreign languages (French, Spanish) is an asset
Enthusiasm, flexibility, strong team-spirit and a commitment to working within a dynamic, transdisciplinary, policy-relevant field

Benefits

- Work in a transdisciplinary think tank with a truly international work programme and the aspiration to enable sustainability transformations
- The opportunity to shape the communication strategy for our project activities
- Flexible working hours and mobile working
- Salary in accordance with TVöD (Bund) E10, including annual bonus payment acc. to TVöD (Bund)
- 30 days of paid annual leave in accordance with TVöD
- Opportunities for professional development
- Regular social events

The position is to be filled as soon as possible with a duration of 1.5 years with the prospect of contract extension pending further funding. Preferred duty station is Berlin.

Bewerbungsprozess

Please submit your full application including a cover letter, CV with two references (contact persons) and/or reference letters and one writing sample (article, blog post or similar) in one PDF document (max. 5 MB) by the application deadline. Please upload your application online via the application button.

For details on the position or project, please contact Jörg Schindler (joerg.schindler@tmgtanktank.com). For details on the application process, please contact Vanessa Venne (hr@tmg-thinktank.com).

TMG is an employer that promotes equal rights and equal opportunities and provides a respectful work environment free from discrimination and intimidation. We treat all applicants equally, regardless of ethnic and social origin, nationality, religion/belief, age, migration background, disability, sexual orientation and identity. Women, people with disabilities and people with a migration background are particularly encouraged to apply.

We are looking forward to hearing from you!
Bewerbungsschluss: 30.08.2023

Einsatzort: Berlin | Remote möglich, Deutschland

Stellenanbieter: TMG Research gGmbH
10829 Berlin, Deutschland

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Ansprechpartner: Vanessa Venne
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E-Mail: hr@tmg-thinktank.com

Online-Bewerbung: https://jobapplication.hrworks.de/de/apply?companyId=g27838b&id=2b424f

Ursprünglich veröffentlicht: 02.08.2023

greenjobs.de-Adresse dieses Stellenangebots: https://www.greenjobs.de/angebote/index.html?id=100124753&anz=html