

Call for CVs Communication Assistant

Deadline for submission January 24, 2016

General Description and objectives of the position:

The World Leadership Alliance-Club de Madrid (WLA-CdM) is searching for an enthusiastic young journalist with broad technological skills (indesign, photoshop, HTML, CSM and wordpress) and interest in international politics and democracy. She/he should be able to speak/write fluently both in English and Spanish.

The Communication Assistant main role will be to support the implementation of the communications and outreach strategies of the Club de Madrid.

She/he will be supervised by the Communications Coordinator and will work in direct collaboration with other colleagues in the Program, Outreach & Development, and Finances Department.

Location: Madrid (applicants must hold EU citizenship or valid work permit within the EU)

Duration: Twelve months, renewable. Full time position

Remuneration: 23,000 €/year (gross)

Requirements

- Bachelor's degree in Communication, Journalism or related field. Postgraduate diploma in communication is desirable.
- At least 3 years of professional experience in the communications area. This experience should come from the media, institutional communications field or both.
- Native in English, excellent command of Spanish language.
- Political awareness and interest in international relations and politics and in democracy promotion issues;
- Excellent Graphic Design and IT skills: Advanced knowledge of Microsoft Office, In Design, Photoshop, Final Cut, digital video and photo cameras.
- Excellent knowledge of online and offline communications tools: wordpress, Facebook, Twitter, Youtube, HTML and mass mailing.
- Experience in Mac environment.
- Ability to work under pressure.
- Excellent organizational skills.
- Ability to work in a team, energy, enthusiasm and dedication
- Immediate availability.

Main Tasks

The Communication Assistant's tasks, under the supervision of the Communications Coordinator include, among others:

- Prepare and edit Club de Madrid communication packages including, press releases, photos, videos, and audio.
- Promote and feed the Club de Madrid websites.
- Manage, maintain, and update social media accounts (Facebook, Twitter, Youtube, Flickr, etc.).
- Manage, develop, and upload content (news and multimedia) to the Club de Madrid website.
- Assist in the preparation, design, and publication of Club de Madrid newsletters and reports (external and internal)
- Keep track of news pertaining to the work of the Club de Madrid and create clippings reports.
- Assist in the organization of events and activities for the Secretary General.
- Other duties as the Club de Madrid may reasonably require.

The World Leadership Alliance - Club de Madrid

The World Leadership Alliance - Club de Madrid is an independent organization whose purpose and priority is to contribute to strengthening democracy in the world. The World Leadership Alliance - Club de Madrid acts as a consultative body for governments, democratic leaders, and institutions involved in processes of democratic transition. The political and leadership experience of its members – more than 100 democratic former heads of state and government - in processes of democratic transition and consolidation is the World Leadership Alliance - Club de Madrid's unique resource and main asset. Along with the experience and cooperation of other high level political practitioners and governance experts, this resource is a working tool to convert ideas into practical and feasible recommendations and action plans for implementation. For additional information on the World Leadership Alliance - Club de Madrid, please go to: www.clubmadrid.org

To show interest, please send a CV and a cover letter to:

clubmadrid@clubmadrid.org

by January 24, 2016

please indicate in the subject line **“Communication Assistant”**

The World Leadership Alliance - Club de Madrid welcomes all indications of interests.

Only short-listed candidates will be contacted