

Call for CVs Madrid+10 Project Communication Assistant

Deadline for submission January 11, 2016

General Description and objectives of the position:

The World Leadership Alliance-Club de Madrid (WLA-CdM) is searching for a Project Communication Assistant to work on its project MADRID +10: Preventing and countering violent extremism. The objective of the position will be to contribute to the development of the programmatic strategy of the Project, with a specific focus in content development of the Project Online Platform. The Project Communication Assistant will be supervised by the Senior Program Officer responsible of Madrid+10 and by the WLA-CdM 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: Seven months full time position

Remuneration: 23,000 €/year (gross)

Requirements

- Political awareness, knowledge and interest in democratic development, international relations, geopolitics, terrorism and global security threats, counter violent extremism experiences, civil society organizations, democracy promotion and human rights.
- Bachelor's degree in Communication, Journalism, Political Science, International Affairs or other Social Sciences. Postgraduate diploma on relevant issues for the project will be an asset.
- At least 2 years of continued professional experience in similar or related fields of work in governmental, intergovernmental and/or international non-governmental organizations. Specific experience in project management is required.
- Native level fluency in Spanish and English. Other language skills –particularly French or Arabic– will be a plus.
- Excellent IT skills and knowledge of online and offline communications tools (social media, blogs, podcasts, video, digital cameras and audio recorders) and software (Indesign, Youtube, WordPress, HTML, video and audio editing). Experience in Mac environment will be an asset.
- Excellent communication and writing skills to successfully communicate – orally and in writing - project content, objectives and results.
- Excellent computer skills and proficiency in the use of the MS Office Package and other relevant software tools.
- Ability to work autonomously and in a multicultural team.
- Ability to work under pressure, meeting tight deadlines, prioritizing requests and needs.
- Capacity to undertake several tasks at the same time, prioritizing as needed and responding effectively.
- Energy, enthusiasm and commitment.
- Immediate availability.

Main Tasks

The Madrid+10 Project Communication Assistant's tasks include, among others:

- Work with the Communications area to communicate the development of the program/project, as well as the results and the impact, ensuring that the project website/online platform is updated with the program's latest documents and information.

- Act as contact point for third parties interested in the Madrid+10 Project, providing information on program goals and activities.
- Provide support in the production of briefing books, talking points and background material for the participation of WLA-CdM members, experts and senior staff in program-related activities and events.
- Support the documentation and keeping track of all Project activities outputs and results so that they can be considered in ensuing activities, as appropriate.
- Others as necessary and determined during project implementation or as needed by the organization and senior staff for the effective implementation of the Madrid+10 Project's strategy.

Project Background:

The Madrid+10 initiative aims to inform and empower stakeholders in the struggle against radicalization and violent extremism and the actions that governments and society must firmly and jointly undertake to effectively tackle this scourge, while respecting democracy and the rule of law. In this process, a Policy Dialogue on Preventing and Countering Violent Extremism has been held in Madrid, October 27-28, with the objective of channeling the collective wisdom, ideas, experience and political will of policymakers and opinion formers from all over the world to produce an authoritative Global Consensus on how to confront and prevent radicalization and violent extremism, wherever it happens, with due respect for the Rule of Law and human rights.

This Global Consensus, a set of principles and values, is to serve as a benchmark, resource and source of inspiration to political leaders on how to respond to the daunting challenge of radicalization and violent extremism. For more information please visit the project webpage: <http://stoppingviolentextremism.org/>

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 11, 2016

please indicate in the subject line **“Madrid+10 Project Communication Assistant”**

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

Only short-listed candidates will be contacted