Overview:

The Capitals Coalition hosts an open, pre-competitive space for organizations to come together, share best practice, tackle collective challenges, co-create solutions and champion a systemic approach to addressing nature loss, climate change, sustainable development and social inequity.

We sit at the heart of an extensive global network that has united to advance this approach. By working with our many hundreds of global partners, we accelerate momentum, leverage success, connect powerful and engaged communities and identify the areas, projects and partnerships where we can collaboratively drive transformational change for nature, people and economies.

We are now at an exciting time, where we must grow in order to meet the ambition of our three-year plan. To support our team and community in this next stage of our development, we are now looking for a Communications Officer.

We are looking for a proactive and creative individual to provide vital co-ordination and support to our growing Communications and Collaboration function. The function (team) leads on raising the profile of the capitals approach, promoting the Coalition’s work on the world stage and working collaboratively with our active, global community.

The responsibilities of this role cover a range of communications tasks, from providing digital communications support, to designing assets, to developing strategy for project communications and digital channels. Working closely with the team you will support the Coalition’s projects and programs and ensure that the Coalition’s work is effectively profiled across our platforms in original and creative ways.

If you have a strong ‘can-do’ attitude, great communication and organizational skills, can work independently to a high standard, and have a keen eye for layout and design – then this role is for you. If you are passionate about working at the intersection of climate, biodiversity, social development, equity, and economics, thrive on variety, are keen to learn – then we want to hear from you.

Capitals Coalition offers a range of benefits including pension, enhanced sick pay and flexible working. All staff at the Coalition provide their own IT equipment including laptop and phone and the Coalition offers an annual Bring Your Own Device allowance.
Key responsibilities:

Digital communications, media & PR
• Regularly update the Capitals Coalition’s website with news, events, project updates and webpages.
• Undertake regular media reviews of the latest developments in the natural, social and human capitals space.
• Record and analyze online analytics to feed into internal reports.
• Support our engagement with external agencies to develop videos, reports, and other online content.
• Promote the Coalition’s work on social media (especially Twitter & LinkedIn) and on our online community platform.
• Coordinate the development of monthly newsletters.
• Help to ensure cross-posting and coherence between the Coalition’s digital channels, including content development and scheduling.
• Undertake ad-hoc administrative, communications and marketing duties as required by the team.

Graphic design and layout
• Provide design support using templates (Canva, Word, PowerPoint) to design flyers, slides, digital assets and Mailchimp communications, following brand and style guidelines.
• Help to ensure that Coalition outputs are in a harmonized style and build the Coalition brand.

Project & Program Support
• Support the development and delivery of communications plans for the Coalition’s projects. Including tracking outputs to ensure effective promotion across platforms, developing visual assets, drafting or editing copy.
• Support digital activities as required on our community platform, case study database & business welcome journey.

Events
• Support the international events program by promoting events online, managing and uploading event recordings, providing technical support when required and overseeing MailChimp use.
• Help to manage database of events and promote relevant events across digital platforms.

Person Specification:

Competencies:
The person in this role must demonstrate the following competencies:
Collaborative:
- Asks questions and reaches out proactively to other team members.
- Recognizes the concerns, needs and perspectives of others.
- Communicates effectively with both internal and external stakeholders in a way that is open, inclusive and respectful.

Creative:
- Proactively offers creative ideas to advance communications strategy.
- Recognizes patterns or themes that may not be readily apparent to others.
- Solicits input from others who have unique or different perspectives when shaping an idea or plan.

Independent:
- Comfortable with a high degree of autonomy and independent working.
- Excellent time management.

Results-Oriented:
- Develops plans to meet objectives and reaches out for help when needed.
- Plans and monitors own work activities, schedule for key tasks.

Skills & Experience

Essential
- Professional experience working in a communications team or similar role.
- Copy editing and proofreading experience in English, including correcting and reviewing written materials for accuracy, readability and fitness for purpose.
- Ability to simplify complex content in accessible/engaging ways for general audiences, develop key messaging for different audiences.
- Keen attention to detail.
- Ability to curate content in order to amplify and evidence key messages to online audiences.
- Experience managing social media accounts (especially Twitter & LinkedIn).
- Proven experience using content management systems for website management and email automation platforms (especially Mailchimp).
- Excellent written and oral communication skills and an ability to articulate complex subject matter in a straightforward and concise manner.
- Comfortable and effective working primarily from home.

Desirable
- Previous experience working in the climate, environment, development, or civil society space.
- Familiarity with natural capital, social & human capital, biodiversity and/or ecosystem service concepts.
- Experience and knowledge of SEO.
- Data analysis experience (Google, Twitter, LinkedIn, Mailchimp).
- Video editing experience.
Experience using Creative Cloud programs; particularly Illustrator, InDesign and/or Photoshop.

**How to apply**

We are looking for a colleague to work with us full-time (37.5 hours p/w) as soon as possible.

To express your interest please download the application form via [this link](#).

Please send a completed application form (do not convert it to PDF) to info@capitalscoalition.org by **Monday 14 March 12pm CET**. Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

Interviews are planned for **28-30 of March 2022**.

For any queries about the role please contact info@capitalscoalition.org.

*The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientation, physical ability, geography, political affiliation, and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.*