

Communications and Outreach Coordinator

Location: Geneva

Expected Timeline: 70-80%

Start Date: 1 July, 18-months (renewable)

The role:

Reporting to the Executive Coordinator of the [Geneva Peacebuilding Platform](#) (GPP), the role of the Communications and Outreach Coordinator is to implement the communications campaigns and outreach activities for the main initiatives taking place within the Geneva Peacebuilding Platform, including its flagship forum, [Geneva Peace Week](#) (GPW). The GPP is hosted by the Graduate Institute's Centre on Conflict, Development and Peacebuilding (CCDP), one of its founding members. The contract for this position will therefore be established with the Graduate Institute.

The duties and responsibilities of the Communications and Outreach Coordinator are to:

- Update and implement the communications strategy for a broad range of projects and events at the Geneva Peacebuilding Platform, including an internal and external communications strategy for Geneva Peace Week.
- Work with GPP's programmatic teams to develop and disseminate both written and visual communications content (emails, graphics, videos etc) which communicate the substance of GPP's work to broad audiences via social media and email newsletters
- Track the development of the core GPP workstreams, identifying opportunities for public engagement.
- Lead the coordination of the Geneva Peace Week [Digital Series](#), and develop links between the generated content and the ongoing communications strategy at the Geneva Peacebuilding Platform.
- Maintain the Geneva Peacebuilding Platform and the Geneva Peace Week websites, using content management systems.
- Support Community Management initiatives together with the project lead, as time allows.
- In close collaboration with the GPP team, lead on the drafting of the Annual Report.
- Ensure brand coherence and compliance with GPP and GPW's branding guidelines.

Your profile:

Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a prerequisite.

- Minimum first-level university degree in a related field (social sciences, international affairs, communications, journalism), or relevant professional experience;
- Minimum of 4 years of experience working in communications in the field of international affairs;
- Fluency in English and French (oral and written);
- Knowledge and experience with social media platforms and email newsletters;
- Knowledge of communications best-practices, including social media trends, storytelling, and online community management;
- Website management experience;
- A good eye for design and branding;
- Ability to work independently and in a team.
- Ability to work under pressure; a self-starter.

Advantages include:

- Knowledge about search engine optimization;
- Graphic design skills;
- Experience in using CRM platforms (Hubspot, Salesforce etc.)

We offer:

- a rewarding, dynamic and challenging work experience with a large scope for creativity and initiative.
- the chance to participate in Geneva Peace Week and work with more than 100 partner organizations in fields related to peacebuilding.

If you think you are a good match for this position, please send your application to info@gppplatform.ch as soon as possible, as this position will be filled as soon as a suitable candidate is found. Please send an email with the subject heading 'COMMS COORDINATOR_FULLNAME'. Your application should enclose:

- 1) a one-page motivational statement in English describing your relevant experience and what you would contribute to GPW;
- 2) a concise CV (maximum two pages).

The Geneva Peacebuilding Platform is committed to equality of opportunity and encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, gender identity, class, education, indigeneity, religion, ability, native language, color, and family status.

The Geneva Peacebuilding Platform is a knowledge hub that connects the critical mass of peacebuilding actors, resources, and expertise in Geneva and worldwide. Founded in 2008, the Platform has a mandate to facilitate interaction on peacebuilding between different institutions and sectors, and to advance new knowledge and understanding of issues and contexts related to building peace. Geneva Peace Week is a leading annual forum in the international peacebuilding calendar, and the flagship event of the Geneva Peacebuilding Platform.

The Geneva Peacebuilding Platform is a partnership between five institutions; the Graduate Institute's Centre on Conflict, Development and Peacebuilding (CCDP), the Geneva Centre for Security Sector Governance (DCAF), the Geneva Center for Security Policy (GCSP), Interpeace, and the Quaker United Nations Office (QUNO).