

JOB OPPORTUNITY

SLV/USAID Communications Coordinator

Position Description

Summary

The Communications Coordinator (CC) ensures the correct use of the USAID branding and marking plan, as well as Conservation International's and partners' brand identities. This position will develop and implement the Sustainable Landscapes Ventures (SLV) Activity's communications strategy and serve as liaison with CI Mexico's Communications Manager in the design of: Activity's communication strategy; Production and dissemination of materials; Social Media strategy; Public relations guidance as needed.

The CC could outsource some outside support as needed for graphic design, printing, and production (radio, video or other). The CC will serve as community manager for the Activity on social media. The CC will ensure that CI Mexico brand is well positioned with our audiences and maintain day-to-day engagement with them. The CC will support the development of collateral materials to the field projects and ensure brand positioning in all the activities SLV Activity undertakes (including brochures, publications, PPT, or other), and provides a coordination role in meetings, documents, events, or other planning activities.

The CC works with the communications manager in Mexico and HQ to develop content and materials about SLV activities, specifically regarding the Blended Finance Engine to investors, buyers, small producers, other donors, or other special audiences to cultivate them into becoming active contributors and valuable relations to SLV.

Duties are performed under supervision of the Senior Activity Lead and in close coordination with the Communications Manager and administrative staff of the SLV team.

Conservation International Mexico has a strong commitment to inclusion, diversity, and equal opportunity employment of minorities, females, and individuals with disabilities. People of all backgrounds are welcome to participate.

Responsibilities

CBE's and BFE's Communications and Materials

- Support the Senior Activity Lead and CBEs Development Officer in the development of manuals and materials for trainings.
- Support the Senior Activity Lead along with the Monitoring & Evaluation coordinator in the preparation of PPT presentations, infographics, technical reports, and other communications materials to inform of Activity progress made and results achieved. Designing and planning special studies and assessments.

Communications

- Update Environmental Management Plan forms for each of the field projects for submission and approval by USAID.
- Supervise the day-to-day work and deliverables (pro bono, retainer and/or project by project) of the outsourced suppliers.
- Participate in the design and implementation of short- and long-term strategies to create messages, themes and content that maximizes SLV's visibility and the impact of our technical work in the landscapes, particularly regarding the creation of CBEs and BFE.
- Act as community manager for the SLV activity.
- Design multi-media materials (mainly for social media, website, print or digital materials, presentations, etc.) for Activity positioning, participation in conferences and events, and for disseminating our work with partners and donor.
- Produce content and edit case studies or summaries of our work in the field in coordination with the field staff and Activity Lead to help disseminate our work in social media and other outlets.
- Develop, implement, and evaluate SLV's communications plan including the investments needed to be made for boosting our posts, in close coordination with the Senior Activity Lead and Communications Manager.
- Work with CI's Communications Manager, Senior Activity Lead, Administrative and Finance Officer and technical staff to plan and design training and public events.
- Proofread and style correction of publications, presentations, project reports to donors and other in support to the team.
- Translate communication materials between English and Spanish, as needed.

Requirements

- A bachelor's in communications, marketing or similar degree is required.
- Excel in storytelling skills.
- 5 years or more years of experience in communications and marketing.
- 3 years of experience in social media management and campaigns.
- Effective interpersonal skills, including diplomacy and tact, ability to listen, and ability to build strong relationships with donors, partners, media, and all levels of staff.
- Well-developed written and oral communication, negotiation, and organizational skills.
- Experience communicating results of projects funded by institutional donors, foundations, and corporations.

- Good photographer and videographer.
- Fluency in Spanish and English (verbal and written) is required.

Preferred

- Proven involvement in social marketing campaigns.
- A demonstrated understanding of conservation and climate change issues is preferred.
- Solid experience with managing social media campaigns.
- Innovation to help position brands and engaging with potential donors.
- Proven experience with graphic design software
- Team player.

Working Conditions

- Typical office environment.
- Flexibility in work schedule to accommodate time difference with HQ and field programs may be necessary.
- Frequent travel of 20% of the time to field projects, partner's meetings and workshops will be required.

Application Process

Candidates who meet the requirements, please send your CV with relevant experience to:

Email: dvallejo@conservation.org

Subject: "SLV/USAID Communications Coordinator"

Deadline to apply: April 6th, 2021