



English Content Officer Job Posting

Founded in 2009, ICEERS is dedicated to transforming society's relationship with plant teachers. We do so by engaging with some of the fundamental issues resulting from the globalization of ayahuasca, iboga, and other ethnobotanicals. Reporting to the Director of Engagement and working collaboratively with the Digital Communications Officer, this position will serve as the English content coordinator and curator for ICEERS' social media channels, newsletter, and website.

JOB DESCRIPTION

- Works with the Director of Engagement and Digital Content Officer to develop and implement content strategies for ICEERS online communications platforms.
- Creates and posts daily content that engages and expands our audiences and drives conversations and support around ICEERS research, advocacy campaigns, programs, events, and other priorities.
- Creates and implements dissemination plans for key advocacy campaigns, publications, and initiatives and engages supporters and coalition members in support of these priorities.
- Collaborates with the Digital Content Officer to review analytics data, research current trends, and to propose and executes strategies to engage ICEERS priority audiences through online channels.
- Oversees planning, writing, translating of English blog and video content for the ICEERS website and coordinates translation into Spanish.
- Reviews and revises English content and translations, supporting Spanish speaking team members to create high -level English content.
- Collaborates with the Digital Content Officer to maintain and evolve the ICEERS website.
- Supports the development and implementation of promotion plans for events and large conferences.
- Works with appropriate ICEERS departments to increase the frequency of dissemination of research, educational material, policy analysis and program updates to appropriate segments of our email lists and through social media.
- Assists ICEERS staff spokespeople and program representatives in the use of online communications channels in support of organizational priorities.

JOB REQUIREMENTS

- Native English speaker and intermediate Spanish (lower level Spanish may be considered for right candidate).
- Bachelor's degree or equivalent experience.



ICEERS INTERNATIONAL CENTER FOR
ETHNOBOTANICAL EDUCATION
RESEARCH & SERVICE

- Interest in and willingness to learn about ethnobotanical plants and practices, policy, research, and human rights.
- One to three years' experience in contentment development, marketing or communications role.
- Passionate, driven and a team player with the ability to work in both physical and virtual office environments.
- Creative, strategic thinker with excellent written and visual communication skills.
- Extensive knowledge of social media best practices.
- Strong project management skills and ability to coordinate with external content producers and translators.
- Well-organized, detail-oriented, and attentive to quality.
- Excellent computer skills, including familiarity with WordPress, web content management systems, constituent relationship management (CRM) systems, social media account administration, Microsoft Office, Photoshop and video editing software.
- Media relations skills and experience with photography and photo editing an asset.
- Interest in ethnobotanical plants, policy, and human rights is strongly preferred.

Experience:

- Social Media Management: 1 year (Required)
- Content Creation: 2 years (Required)

Education:

- Bachelor's degree or equivalent experience

Job Location:

- Barcelona, Catalonia preferred, although remote work may be considered for the right candidate